



**The Corporation of the Township of Malahide
REGULAR COUNCIL MEETING AGENDA
July 6, 2023 – 7:30 p.m.**

**Springfield & Area Community Services Building – Council Chambers
51221 Ron McNeil Line, Springfield & via Zoom**

- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes - June 15, 2023 & June 27, 2023 **RES 1**
- (D) Presentations/Delegations/Petitions
 - Court of Revision - J.L. Ferguson Drain 2023, relating to parts of Lots 8 through 11, Concession 8 and 9 **RES 2-5**
- (E) Reports of Departments
 - (i) Director of Fire & Emergency Services
 - (ii) Director of Public Works
 -
 - Tender Award – Sparta Line Drain No. 3 & 4 **RES 6**
 - Tender Award – Maginnis Drain 2023 **RES 7**
 - Malahide Community Place Concession Booth Update #2 **RES 8**
 - Radar Speed Signage **RES 9**
 - (iii) Director of Corporate Services/Treasurer
 - Midyear Financial Update **RES 10**
 - (iv) Clerk
 - (v) Building/Planning/By-law
 - (vi) CAO
 - Shared Services Update and Establishment and Recruitment of a Shared Building Inspector/Deputy Chief Building Official **RES 11**
- (F) Reports of Committees/Outside Boards

(G) Correspondence **RES 12**

1. Association of Municipalities of Ontario - Watch File – dated June 15, 2023, June 22, 2023, and June 29, 2023
2. Elgin County Council – Imperial Road and Ron McNeil Line -Status Update
3. Elgin County – Council Highlights – June 27, 2023
4. Corporation of the Town of Essex – Local Emergency Response System and Gaps in Healthcare regarding Code Red and Code Black Frequency
5. Quinte West & Oxford County – Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement
6. Minister of Transport – Response to correspondence sent regarding Railways and the Drainage Act
7. Ministry of Natural Resources and Forestry – Regulatory Amendments 2023 under the Public Lands Act to address floating accommodation
8. Ministry of Municipal Affairs and Housing – Proposed Provincial Planning Statement
9. Municipality of North Perth – Vacant Building Official Positions
10. Aylmer-Malahide Museum and Archives – 2023-2027 Strategic Plan
11. Town of Petrolia – Amendments to current regulations for licensed home-based childcare operators

(H) Other Business **RES 13**

- Elgin County Joint Annual Accessibility Status Report 2022 and Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan 2021-2026

(I) By-laws **RES 14**

- (i) By-law No. 23-40 – Maginnis Drain - Third Reading
- (ii) By-law No. 23-41 – Sparta Line Drain 3&4 – Third Reading
- (iii) By-law No. 23-50 – Interim CAO Appointment By-law
- (iv) By-law No. 23-52 – Municipal By-law Enforcement Officer
- (v) By-law No. 23-53 – Reduce speed on Van Patter Line

(J) Closed

(K) Confirmatory By-law **RES 15**

(L) Adjournment **RES 16**

PLEASE NOTE that the draft resolutions provided below DO NOT represent decisions already made by the Council. They are simply intended for the convenience of the Council to expedite the transaction of Council business. Members of Council will choose whether or not to move the proposed draft motions and the Council may also choose to amend or defeat them during the course of the Council meeting.

1. THAT the minutes of the regular meeting of Council held on June 15, 2023 be adopted as printed and circulated.
2. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the J.L. Ferguson Drain 2023:
Mayor Dominique Giguère
Councillor Sarah Leitch
Councillor John H. Wilson
3. THAT the Court of Revision for the J.L. Ferguson Drain 2023 be called to order at 7: p.m.

AND THAT Dominique Giguère be appointed Chair.
4. THAT the Court of Revision members for the J.L. Ferguson Drain 2023 do hereby accept the recommendations of Drainage Engineer Mike DeVos; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated April 17, 2023.
5. THAT the Court of Revision relating to the _____ Drain be adjourned and the Council Meeting reconvene at 7: __p.m.
6. THAT Report No. PW-23-38 entitled "Tender Award – Sparta Line Drain No. 3 & 4" be received;

AND THAT the tender for the Sparta Line Drain No. 3 & 4 be awarded to Van Bree Drainage and Bulldozing Limited, in the amount of \$60,970.00 (plus applicable taxes).
7. THAT Report No. PW-23-39 entitled "Tender Award – Maginnis Drain 2023" be received;

AND THAT the tender for the Maginnis Drain 2023 be awarded J.L. Henderson Excavating Inc., in the amount of \$12,712.50 (plus applicable taxes).
8. THAT Report No. PW-23-42 entitled "Malahide Community Place Concession Booth Update #2" be received.
9. THAT Report No. PW-23-44 entitled "Radar Speed Signage" be received;

AND THAT Staff be authorized to purchase a solar powered "Safe Place Evolution 12" speed radar sign at a cost of \$4,026;

AND THAT Staff bring forward a follow-up report which recommends a placement schedule for the Township's speed radar sign.
10. THAT Report No. FIN 23-14 entitled "Midyear Financial Update" be received.

11. THAT Report No. HR-23-03 entitled “Shared Services Update and Establishment and Recruitment of a Shared Building Inspector / Deputy Chief Building Official” be received; AND THAT Council direct the Interim CAO and HR Manager to make the necessary changes to the Township’s Organization Chart and Salary Grid to establish and recruit for the position of “Building Inspector / Deputy Chief Building Official”.
12. THAT the following correspondence be noted and filed:
 1. Association of Municipalities of Ontario - Watch File – dated June 15, 2023, June 22, 2023, and June 29, 2023
 2. Elgin County Council – Imperial Road and Ron McNeil Line -Status Update
 3. Elgin County – Council Highlights – June 27, 2023
 4. Corporation of the Town of Essex – Local Emergency Response System and Gaps in Healthcare regarding Code Red and Code Black Frequency
 5. Quinte West & Oxford County – Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement
 6. Minister of Transport – Response to correspondence sent regarding Railways and the Drainage Act
 7. Ministry of Natural Resources and Forestry – Regulatory Amendments 2023 under the Public Lands Act to address floating accommodation
 8. Ministry of Municipal Affairs and Housing – Proposed Provincial Planning Statement
 9. Municipality of North Perth – Vacant Building Official Positions
 10. Aylmer-Malahide Museum and Archives – 2023-2027 Strategic Plan
 11. Town of Petrolia – Amendments to current regulations for licensed home-based childcare operators
13. THAT the attached Elgin County Joint Annual Accessibility Status Report 2022 and the Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan 2021-2026 be received, filed and approved.
14. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:
 - (i) By-law No. 23-40 – Maginnis Drain - Third Reading
 - (ii) By-law No. 23-41 – Sparta Line Drain 3&4 – Third Reading
 - (iii) By-law No. 23-50 – Interim CAO Appointment By-law
 - (iv) By-law No. 23-52 – Municipal By-law Enforcement Officer
 - (v) By-law No. 23-53 – Reduce speed on Van Patter Line
15. By-law No.23-51, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
16. THAT the Council adjourn its meeting at _____ p.m. to meet again on July 20 2023, at 7:30 p.m.

The Corporation of the Township of Malahide

June 15, 2023 – 7:30p.m.

Virtual Meeting - <https://youtu.be/A7VVjbH8BKo>

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. Seating capacity is limited and those individuals with matters pertaining to agenda items were prioritized for in person attendance. The following were present:

Council: Mayor D. Giguère, Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, Councillor R. Cerna, Councillor S. Lewis, and Councillor C. Glinski.

Staff: Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Finance A. Boylan, Director of Fire & Emergency Services J. Spoor, and HR Manager Sue Loewen.

Also Present: Eric Steele – MBPC, Mike Devos – Spriet Associates, John Spriet, Spriet Associates, Nick Dyjach - Strik, Baldinelli, Moniz (PH Engineering Solutions Inc. OPA & ZBA)

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:30p.m.

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item D– Court of Revision Sparta Line Drain 3&4, Court of Revision Maginnis Drain 2023 and Meeting to Consider J.L. Ferguson Drain 2022. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

MINUTES:

No. 23-264

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the minutes of the regular meeting of Council held on June 1, 2023 be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item D– Court of Revision Sparta Line Drain 3&4, Court of Revision Maginnis Drain 2023 and Meeting to Consider J.L. Ferguson Drain 2022. He retired from the meeting and abstained from all discussions and voting on the matter.

- Court of Revision - Sparta Line Municipal Drain No. 3 & 4, relating to parts of Lots 6 and 7, Concession 3, Township of Malahide

No. 23-265

Moved By: John H. Wilson

Seconded By: Rick Cerna

THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Sparta Line Municipal Drain No.3 & 4:

**Mayor Dominique Giguère
Councillor Rick Cerna
Councillor Scott Lewis**

No. 23-266

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT the Court of Revision for the Sparta Line Municipal Drain No. 3 & 4 be called to order at 7:32p.m.

AND THAT Dominique Giguère be appointed Chair.

Carried

Chair Giguère asked the drainage engineer to briefly outline the nature of the proposed drainage works and the related assessment schedule. Drainage Engineer John Spriet provided an overview of the Sparta Line Municipal Drain No. 3 & 4.

No written comments/objections were received.

Chair Giguère inquired if anyone in attendance wished to make any comments or ask any questions concerning the proposed assessment schedule and there were none.

Chair Giguère asked if any members of the Court of Revision or members of the public had any comments, questions or required any clarification from the engineer and there were none.

Chair Giguère stated that the next steps of the Court of Revision are for members to Consider a resolution to either confirm the rates presented by the engineer or amend

the assessments. Drainage Engineer John Spriet explained the appeal process if warranted.

No. 23-267

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT the Court of Revision members for the Sparta Line Drain No. 3 & 4 do hereby accept the recommendations of Drainage Engineer John Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated April 24, 2023.

Carried

No. 23-268

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the Court of Revision relating to the Sparta Line Municipal Drain No. 3 & 4 be adjourned and the Council Meeting reconvene at 7:37p.m.

Carried

- Court of Revision – Maginnis Drain 2023, relating to parts of Lots 20 to 22, Concession 3 and 4, Township of Malahide

No. 23-269

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Maginnis Drain 2023:

Mayor Dominique Giguère

Councillor Rick Cerna

Councillor Chester Glinski

Carried

No. 23-270

Moved By: Chester Glinski

Seconded By: Rick Cerna

THAT the Court of Revision for the Maginnis Drain 2023 be called to order at 7:38p.m.

AND THAT Dominique Giguère be appointed Chair.

Carried

Chair Giguère asked the drainage engineer to briefly outline the nature of the proposed drainage works and the related assessment schedule. Drainage Engineer Mike DeVos provided an overview of the Maginnis Drain.

No written comments/objections were received.

Chair Giguère inquired if anyone in attendance wished to make any comments or ask any questions concerning the proposed assessment schedule and there were none.

Chair Giguère asked if any members of the Court of Revision or members of the public had any comments, questions or required any clarification from the engineer and there were none.

Chair Giguère stated that the next steps of the Court of Revision are for members to Consider a resolution to either confirm the rates presented by the engineer or amend the assessments.

Drainage Engineer Mike DeVos explained the appeal process if warranted.

No. 23-271

Moved By: Chester Glinski

Seconded By: Rick Cerna

THAT the Court of Revision members for the Maginnis Drain 2023 do hereby accept the recommendations of Drainage Engineer Michael DeVos; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated March 10, 2023.

Carried**No. 23-272**

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT the Court of Revision relating to the Maginnis Drain 2023 be adjourned and the Council Meeting reconvene at 7:41p.m.

Carried

- Meeting to Consider – J.L. Ferguson Drain 2023, relating to parts of Lots 8 through 11, Concession 8 and 9

Mike Devos, Engineer, was in attendance and provided an overview of the work required, by presenting the Engineering Report for the J.L. Ferguson Drain, dated April 17, 2023.

Councillor Leitch inquired about the anticipated timeline for this project. Mr. DeVos stated that this is dependent on many factors including the timeline of this process and the next stages but typically can range from 8 to 9 months before contractors begin although things are beginning to change and timelines are improving.

Councillor Wilson inquired if the owners of the land have any say to the start time. Mr. DeVos stated that this was typically not the case but that if harvest was a concern they try to work with the contractor and rearrange but legally can't defer.

No. 23-273

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Engineer's Report for the J.L. Ferguson Drain be accepted;

AND THAT By-law No. 23-45 being a by-law to provide for the J.L. Ferguson Drain drainage works be read a first and second time and provisionally adopted.

Carried

No. 23-274

Moved By: Chester Glinski

Seconded By: Rick Cerna

THAT the Court of Revision for the J.L. Ferguson Drain be scheduled to be held on July 6, 2023, at 7:30 p.m.

Carried

No. 23-275

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the tenders for the construction of the J.L. Ferguson Drain be requested for June 30, 2023 at 11:00 a.m.

Carried

Deputy Mayor Widner returned to his seat at the Council table.

- Public Meeting –Zoning By-law Amendment Application–Applicant/Agent Antoinette Van Blyderveen (owner Michael Brown and Julianne Crom) relating to property SOUTH DORCHESTER CON 8 PT; LOT 3 RP 11R10226 PART 2 (14508 Putnam Road)

No. 23-276

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Public Meeting relating to Zoning By-law Amendment Application D14-Z09-23 of Anne Van Blyderveen, relating to the property located at Part Lot 3, Concession 8, RP 11R-10226 (Geographic Township of South Dorchester), and known municipally as 14508 Putnam Road be called to order at 7:49p.m

Carried

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on May 24th and May 31st. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked if the applicant had anything to add and they did not.

Mayor Giguère asked if any Council Members wished to make any comments regarding the application. Councillor Wilson inquired if this was the only property in the row that didn't align with the other lot lines. CAO Betteridge clarified that was correct.

No. 23-277

Moved By: Mark Widner

Seconded By: Chester Glinks

THAT the Public Meeting relating to Zoning By-law Amendment Application D14-Z09-23 of Anne Van Blyderveen, relating to the property located at Part Lot 3, Concession 8, RP 11R-10226 (Geographic Township of South Dorchester), and known municipally as 14508 Putnam Road be adjourned at 7:55p.m

Carried

No. 23-278

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT Report No. REPORT NO.:DS-23-17 entitled "Zoning By-Law Amendment Application of Anne Van Blyderveen" be received;

AND THAT the Zoning By-Law Amendment Application of Anne Van Blyderveen (D14-Z09-23), relating to the property located in Part Lot 3, Concession 8, RP 11R-10226 (Geographic Township of South Dorchester) be APPROVED for the reasons set out in this Report.

Carried

- Public Meeting – Official Plan Amendment Application & Zoning By-law Amendment Application –Applicant/Agent PH Engineering Solutions Inc. c/o Moe Hajara, relating to property at Part of Lot 21, Concession 3 South (50896 & 50942 Vienna Line)

No. 23-279**Moved By: Sarah Leitch****Seconded By: Scott Lewis**

THAT the Public Meeting concerning Official Plan Amendment Application No. D09-OPA02-23 and Zoning By-law Amendment Application No D14-Z04-23 of PH Engineering Solutions Inc. c/o Moe Hajara, relating to the property located at South Part of Lot 21, Concession 3, and known municipally as 50896 & 50942 Vienna Line, be called to order at 7:57p.m

Carried

Mayor Giguère advised that the purpose of this Public Meeting is to consider an Application was for an official plan amendment and rezoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on May 24th and May 31st. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked if the applicant had anything to add and they concluded Mr. Steele had provided a thorough overview.

Mayor Giguère asked if any Council Members wished to make any comments regarding the application. Deputy Mayor Widner inquired about the grain bins and their location. Mr. Steele noted the current location and their use have never been of any concern and doesn't foresee an issue moving forward. Agent Nick Dyjach of SBM, stated that Mr. Steele had provided a thorough overview and he had nothing further to add.

No. 23-280**Moved By: Scott Lewis****Seconded By: Chester Glinski**

THAT the Public Meeting concerning Official Plan Amendment Application No. D09-OPA02-23 and Zoning By-law Amendment Application No D14-Z04-23 of PH Engineering Solutions Inc. c/o Moe Hajara, relating to the property located at South

Part of Lot 21, Concession 3, and known municipally as 50896 & 50942 Vienna Line, reconvene at 8:04p.m.

Carried

No. 23-281

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT Report No. DS-23-18 entitled “Applications for Official Plan and Zoning By-law Amendments, and Consent to Sever of PH Engineering Solutions Inc. c/o Moe Hajara” be received;

AND THAT the Official Plan Amendment Application No. D09-OPA02-23 of PH Engineering Solutions Inc. c/o Moe Hajara, relating to the property located at South Part of Lot 21, Concession 3, and known municipally as 50896 & 50942 Vienna Line, BE ADOPTED for the reasons set out in this Report;

AND THAT Zoning By-law Amendment Application No. D14-Z04-23 of PH Engineering Solutions Inc. c/o Moe Hajara, relating to the previously-noted property BE APPROVED for the reasons set out in this Report;

AND THAT Council withholds the passing of the By-law until such time that a Notice of Decision from the County of Elgin approving the associated Official Plan Amendment has been received to the satisfaction of the Township of Malahide;

AND THAT the Application for Consent to Sever of PH Engineering Solutions Inc. c/o Moe Hajara, relating to the previously-noted property BE SUPPORTED for the reasons set out in this Report;

AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.

Carried

- Presentation – Robert Foster, Auditor, Graham Scott Enns, for presentation of the 2022 Financial Statements

Mr. Foster provided an overview of the Township’s 2022 Audited Financial Statements.

Deputy Mayor Widner inquired what processes can be in place to ensure that different interruptions to different scenarios doesn’t occur in the future. Mr. Foster noted that moving forward better communication between the respective parties in relation to the understanding and interpretations will continue to be sought.

Mr. Foster concluded his presentation noting compliance with the audit finding letter, audit planning letter, and engagement letter.

No. 23-282

Moved By: Chester Glinski

Seconded By: Sarah Leitch

THAT the 2022 Audited Financial Statements, as prepared by Graham Scott Enns, and presented by Auditor Robert Foster, be approved as submitted;

AND THAT the Mayor be authorized to sign the Audit Finding Letter from Graham Scott Enns on behalf of the Malahide Township Council.

REPORTS OF DEPARTMENTS:

Director of Public Works

- Malahide Community Place Concession Booth Update

Councillor Wilson stated that if he hadn't brought up the question at a previous meeting regarding the vacant concession booth, would there have been an operating booth this season and why wasn't this information communicated to Council prior to his inquiry. He also indicated there seems to be a trend happening at the community centre as it seems to not be utilized the way that it used to or should be. Mayor Giguère stated that the strategic plan review could include this element as well as allow to gauge the community interest to ensure the utilization is maximized and to be more pro-active. Councillor Glinski also noted his disappointment regarding the empty concession booth and that someone should be accountable for this problem. Councillor Wilson also noted that the projected revenue in the budget for this line item was \$0 over the next number of years but it had made money prior to COVID and this needs to be reviewed as well.

Mayor Giguère inquired what the direction of Council would be in the interim as there is a recommendation of packaged snacks and drinks sold by MCP attendants but possibly vending machines could be investigated as they wouldn't require a staff member. Also, mobile food trucks in the interim may be interested in anticipation that a concession can be operated next year. Deputy Mayor Widner agreed with this approach.

CAO Betteridge stated that staff had other competing priorities at the moment and that this approach would be best.

No. 23-283

Moved By: Sarah Leitch

Seconded By: Mark Widner

THAT Report No. PW-23-37 entitled "Malahide Community Place Concession Booth Update" be received

Carried

- County Road Maintenance Agreement

No. 23-284

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Report No. PW-23-40 entitled “County Road Maintenance Agreement” be received;

AND THAT Council approve, in principle, the County Road Maintenance agreement as amended and as attached to this Report, and authorize staff to request the County to prepare the finalized agreement based on the amended version.

Carried

REPORTS OF COMMITTEES/OUTSIDE BOARDS:

- Long Point Region Conservation Authority – Minutes of May 3, 2023

No. 23-285

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the following Reports of Committees/Outside Boards be noted and filed:

- (i) Long Point Region Conservation Authority – Minutes of May 3, 2023

Carried

CORRESPONDENCE:

No. 23-286

Moved By: Sarah Leitch

Seconded By: Scott Lewis

THAT items 2,4,5 and 10 be supported and the remaining items be noted and filed:

1. Association of Municipalities of Ontario - Watch File – dated June 1, 2023 and June 8, 2023
2. Lanark County – Support Bill C-321
3. Town of Plympton-Wyoming – Support for Municipality of Tweed regarding Bell-Hydro Infrastructure

4. Southwestern Public Health – Bird from SWPH region tests positive for West Nile Virus
5. Elgin Federation of Agriculture – Correspondence sent to Elgin County Council regarding Helping Homebuyers, Protecting Tenants Act & the Proposed 2023 Provincial
6. Elections Ontario – Response to Malahide Township's letter of support for future accuracy of the permanent register of electors
7. Aylmer Cemetery Board – Letter of Appreciation
8. Ministry of Natural Resources - Streamlining of Approvals under the *Aggregate Resources Act* and Supporting Policy
9. City of Quinte West – Renovictions Support Request
10. Town of Cobourg, Town of Amherstburg, City of Port Colborne, and Township of Puslinch – Support for City of Cambridge – Highway Traffic Act Amendments

Carried

OTHER BUSINESS:

Deputy Mayor Widner inquired about the electric car fires that are occurring and the resources required. Director Spoor provided an explanation of what can happen and what the options are if they occur, noting that the department has had training exercises relating to battery operated cars and other equipment.

Councillor Wilson noted the continual speeding calls he is receiving at the west end of Springfield and would like a further request to be made for speed signs as they do create awareness. However, if the OPP signs are only temporary, what is the cost for permanent signs even though this isn't in this year's budget. The signs work and create awareness and I don't foresee the phone call complaints stopping. Mayor Giguère noted that at a minimum, we can send a request for temporary signs which will provide a quick response. When they are permanently installed the data shows that the effect will decrease over-time but perhaps they can be installed on a cyclical basis as we know it is a spot that has continual issues.

Councillor Cerna had an inquiry from a resident regarding the strategic plan and those chosen at random for direct mail out of postcards. He requested clarification with respect to the letter, the possibility of duplications as the property owner received two and why an income question was included in the survey. Director Boylan stated that the property roll base was used with a formula to provide a diverse demographic amongst ward and classification. They were manually reviewed for duplication but if they own more than one property and are in different names they can certainly slip through. Mayor Giguère

responded that the question of household income is a standard demographic survey question so that the results are representative. We can compare the data to know that we have an actual representation of the township. If people don't feel comfortable answering any question on the survey they can skip to the next question.

BY-LAWS:

No. 23-287

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:

- (i) **By-law No. 23-29 – Five Star Metals Rezoning**
- (ii) **By-law No. 23-47 - Brown/Van Blyderveen**
- (iii) **By-law No. 23-48 – PH Engineering Official Plan Amendment**

Carried

CLOSED:

No. 23-288

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT Council move into Closed Session at 9:00p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- (i) **Advice that is subject to solicitor- client privilege, including communications necessary for that purpose relating to the EECC. (Section 239(2)(f))**
- (ii) **Labour Relations or Employee Negotiations Matter relating to Public Works Department staffing. (Section 239 (2)(e))**
- (iii) **Labour Relations or Employee Negotiations Matter relating to CAO Department staffing. (Section 239 (2)(e))**

Carried

No. 23-289

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Council move out of Closed Session and reconvene at 10:11 p.m. in order to continue with its deliberations.

No. 23-290

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT Malahide Council provided direction to staff with matters relating to advice that is subject to solicitor- client privilege, including communications necessary for that purpose relating to the EECC;

AND THAT Malahide Council provided direction to staff with matters relating to labour relations or employee negotiations relating to Public Works Department staffing and to CAO Department staffing.

Carried

CONFIRMATORY:

No. 23-291

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT By-law No.23-46, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 23-292

Moved By: Mark Widner

Seconded By: Chester Glinski

THAT the Council adjourn its meeting at 10:13p.m. to meet again on July 6, 2023, at 7:30 p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams

The Corporation of the Township of Malahide

June 27, 2023 – 4:00p.m.

Virtual Meeting - <https://youtu.be/UuaNF0tGb1s>

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 4:00p.m. The following were present:

Council: Mayor D. Giguère, Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, Councillor R. Cerna, and Councillor C. Glinski.

Staff: Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Finance A. Boylan, and HR Manager Sue Loewen

Via Zoom: Councillor S. Lewis

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 4:00p.m.

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

CLOSED:

No. 23-293

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Council move into Closed Session at 4:01p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- (i) Labour Relations or Employee Negotiations Matter relating to Development Services Department staffing (Section 239 (2)(e))**

Carried

No. 23-294

Moved By: Sarah Leitch

Seconded By: Chester Glinski

THAT Council move out of Closed Session and reconvene at 5:00p.m. in order to continue with its deliberations.

No. 23-295

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Malahide Council provided direction to staff with matters relating to labour relations or employee negotiations relating to Development Services Department staffing.

Carried

CONFIRMATORY:

No. 23-296

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT By-law No.23-49, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 23-297

Moved By: Mark Widner

Seconded By: Chester Glinski

THAT the Council adjourn its special meeting at 5:02p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



Report to Council

REPORT NO.: PW-23-38
DATE: July 6, 2023
ATTACHMENT: None
SUBJECT: TENDER AWARD – SPARTA LINE DRAIN NO. 3 & 4

Recommendation:

THAT Report No. PW-23-38 entitled “Tender Award – Sparta Line Drain No. 3 & 4” be received;

AND THAT the tender for the Sparta Line Drain No. 3 & 4 be awarded to Van Bree Drainage and Bulldozing Limited, in the amount of \$60,970.00 (plus applicable taxes).

Background:

As Council is aware, the Township of Malahide received a petition for drainage to have new drains constructed on Sparta Line. The road authority as well as a landowner, have petitioned the Township to have new drains constructed along Sparta Line west of Imperial Road. Township Council authorized for tenders to be called by resolution No. 23-227 following the first and second reading of Bylaw No. 23-41.

No. 23-227

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the tenders for the construction of the Sparta Line Drain No. 3 and 4 be requested for June 8, 2023 at 11:00 a.m.

Carried

Comments/Analysis:

The Township of Malahide called tenders for the construction of the Sparta Line Drain No. 3 & 4 which closed on June 8, 2023 at 11:00 am. The Township received 2 (two) bid submissions at that time. The tender results are as follows (following page, and prices do not include taxes):

Van Bree Drainage - \$60,970.00

Van Gorp Drainage - \$66,721.40

Engineer's Estimate: \$69,000.00

The lowest bid was received from Van Bree Drainage and Bulldozing Limited, in the amount of \$60,970.00 (plus HST). Staff are satisfied that Van Bree Drainage and Bulldozing Limited can perform the duties tasked in this contract. The Staff would therefore recommend that the Council award the Sparta Line Drain No. 3 & 4 tender to Van Bree Drainage and Bulldozing Limited.

Financial Implications to Budget:

The Drainage Act RSO 1990, Sec 59(1) requires award of contract for tenders closing within 133% of the Engineers Estimate. The low tender submitted by Van Bree Drainage and Bulldozing Limited is less than the cost estimated by the Engineer and is required to award. Actual incurred project costs will be distributed to the benefitting landowners provided in the assessment schedule of the adopted engineers report.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the "Our Local Government" Strategic Pillar is "Embody Financial Efficiency throughout Decision-Making". Ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayer's works to achieve this goal.

Submitted by:	Approved for Council:
Bob Lopez, Engineering Technologist/ Drainage Superintendent	Adam Betteridge, Chief Administrative Officer



Report to Council

REPORT NO.: PW-23-39
DATE: July 6, 2023
ATTACHMENT: None
SUBJECT: TENDER AWARD – MAGINNIS DRAIN 2023

Recommendation:

THAT Report No. PW-23-39 entitled “Tender Award – Maginnis Drain 2023” be received;

AND THAT the tender for the Maginnis Drain 2023 be awarded J.L. Henderson Excavating Inc., in the amount of \$12,712.50 (plus applicable taxes).

Background:

As Council is aware, the Township of Malahide received a petition for drainage to have a new farm crossing constructed on the Maginnis Drain. Township Council authorized for tenders to be called by resolution No. 23-230 following the first and second reading of Bylaw No. 23-40.

No. 23-230

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT the tenders for the construction of the Maginnis Drain 2023 be requested for June 8, 2023 at 11:00 a.m.

Carried

Comments/Analysis:

The Township of Malahide called tenders for the construction of the Maginnis Drain 2023 which closed on June 8, 2023 at 11:00 am. The Township received 2 (two) bid submissions at that time. The tender results are as follows (following page, and prices do not include taxes):

J.L. Henderson Excavating - \$12,712.50

Van Bree Drainage - \$15,125.00

Engineer's Estimate: \$14,400.00

The lowest bid was received from J.L. Henderson Excavating, in the amount of \$12,712.50 (plus HST). Staff are satisfied that J.L. Henderson Excavating can perform the duties tasked in this contract. The Staff would therefore recommend that the Council award the Maginnis Drain 2023 tender to J.L. Henderson Excavating.

Financial Implications to Budget:

The Drainage Act RSO 1990, Sec 59(1) requires award of contract for tenders closing within 133% of the Engineers Estimate. The low tender submitted by J.L. Henderson Excavating is less than the cost estimated by the Engineer and is required to award.

Actual incurred project costs will be distributed to the benefitting landowners provided in the assessment schedule of the adopted engineers report.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the "Our Local Government" Strategic Pillar is "Embody Financial Efficiency throughout Decision-Making". Ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayer's works to achieve this goal.

Submitted by:	Approved for Council:
Bob Lopez, Engineering Technologist/ Drainage Superintendent	Adam Betteridge, Chief Administrative Officer



Report to Council

REPORT NO.: PW-23-42
DATE: July 6, 2023
ATTACHMENT: None
SUBJECT: **MALAHIDE COMMUNITY PLACE CONCESSION BOOTH
UPDATE #2**

Recommendation:

THAT Report No. PW-23-42 entitled “Malahide Community Place Concession Booth Update #2” be received.

Background:

At the regular Council Meeting held on June 15th, 2023, Council requested staff to investigate other possibilities for the Concession such as vending machines and food trucks.

Comments/Analysis:

Based on Council’s request to investigate food truck options the Facility Manager contacted a local food truck to inquire about food truck availability in general for summer months and discuss the current needs at the Malahide Community Place. The owner of the food truck said there would be little chance of getting anything for any weekend events as the summer booking season starts in February and March and they are currently booking into the Fall. During the week there may be a little better chance however it would have to be worth while if there was any opening. If the schedule only showed a single game a food truck wouldn’t come out as the effort versus the return would not be there. Multiple games would be better but again if the return was not there they would not return on another night. Based on this, it would be hard to fill this option as multiple trucks would have to be contacted to work out a schedule of availability versus the schedule of nights that have multiple games.

The second inquiry about vending machines brings up other issues that have to be addressed. Vending machines would have to be located inside the facility to ensure no vandalism occurs and, if baseball is the only activity happening, the main building is not open, only the ball bathroom hallway. The main facility could be open then we are

adding more labour to clean up that facility after use. Other issues would be if they break down or run out of items we are once again with out anything for the customers.

On a positive note, an individual that visited on June 7th has verbally agreed on running the concession booth in 2024, a contract is being worked out currently for this. Unfortunately, this individual is in a current lease agreement that goes into August and at that point is unable to run the concession for the 2023 season. This may change once they have worked everything out with their current situation but they are unsure.

Based on these comments and the booking of a contractor for 2024 the recommended option is to run the concession using current Building Attendant Staff for the remainder of 2023 or until the 2024 contractor is able to take over if at all this season.

The Township's CAO contacted the individual who had historically operated the concession booth up until the onset of the pandemic. She advised that the duties were labour intensive insofar that they consumed many evening hours. Notwithstanding, she advised that the duties were rewarding as they provided a great opportunity to tend to the needs of park visitors, and build community. This was tolerable until Township Administration began annually increasing the cost of the lease.

Financial Implications to Budget:

The solution proposed of utilizing MCP Building Attendant Staff is not contemplated in the current 2023 budget. If pursued, it is unknown what the expected costs will be. Two factors include: availability of Building Attendant Staff to keep it open; and, the amount of actual revenues / losses. Total cost for the Township operating it itself is estimated at between \$4500 - \$5000, this covers roughly \$3900 in added labour (avg 21 hours per week for 12 weeks) and a \$800 - \$1000 start up stocking cost. If the 2024 contractor is able to open at some point in the 2023 season any stock would be sold to them at the cost that the Township purchased it for. If the alternative solution is needed, it should be pursued only for the remainder of the 2023 season or until the 2024 contractor is able to take over.

Submitted by:	Approved by:
Chris Cox Facilities Manager	Adam Boylan Chief Administrative Officer (Interim)



Report to Council

REPORT NO.: PW-23-44
DATE: July 6, 2023
ATTACHMENT: none
SUBJECT: RADAR SPEED SIGNAGE

Recommendation:

THAT Report No. PW-23-44 entitled “Radar Speed Signage” be received;

AND THAT Staff be authorized to purchase a solar powered “Safe Place Evolution 12” speed radar sign at a cost of \$4,026;

AND THAT Staff bring forward a follow-up report which recommends a placement schedule for the Township’s speed radar sign.

Background:

In 2018, Council directed Staff to investigate and report on the process for Malahide community groups to petition and sponsor radar speed signage on Elgin County roads within the Township. Council passed a resolution which set the circumstances for which a speed radar sign could be purchased and dispatched within the Township. These requirements include:

- (i) A recommendation from the Township’s Community Policing Committee; and
- (ii) Conditional upon full financing/sponsorship from the community group.”

At the March 16, 2023 Regular Meeting of Council, staff were directed to report on costing and implementation of radar speed signage in the Village of Springfield. A follow up report received by Council on April 6, 2023, cited Council’s previous direction from 2018 and the absence of allocated financial resources in the 2023 Budget. Upon deliberation, Council passed the following resolution:

“AND THAT staff be directed to request the OPP to install temporary radar speed signage in the Village of Springfield”

Upon the Township’s request, Elgin OPP dispatched a temporary speed radar sign for a period of approximately two weeks at the west end of Springfield.

Council was informed at their June 15th meeting that residents in the west end of Springfield were reporting frequent incidents of speeding. Council discussed the frequency of policing in the area, the possibility of purchasing permanent signage and informally agreed upon sending in an immediate request to the Elgin OPP to dispatch a temporary speed radar sign.

Comments/Analysis:

Existing Speed Radar Signage Program

Currently, the Township has the ability to request speed radar signage to be temporarily placed at a location of its discretion. The Elgin OPP operates two such battery-operated signs which are shared among the other municipalities in the region. The signs' batteries last approximately two weeks until the OPP retrieves them for recharging and relocation.

In discussion with the Elgin OPP, their signs are frequently requested by municipalities within the region and, as such, the timing and duration of their placement cannot be reliably determined in advance.

Council's official standing direction to staff is to defer the decision for purchase and placement of speed radar signage to the Community Policing Committee and require such signs to be financed through community groups.

Proposed Speed Radar Signage Program

Council may, if it wishes, override its 2018 direction through a new resolution which recommends a process that allows Council to approve requests for speed radar signage on a case by case basis.

At Council's direction, staff could purchase a new speed radar sign to be deployed at the Township's discretion. This would provide the ability to be more responsive to speeding complaints as well as use updated traffic data to support strategic decision making.

Staff are recommending purchase of a solar powered Safe Pace Evolution 12. The digital numbers appearing on the front of this model are 12 inches in height. The OPP deploys a battery powered version of this size of sign. Staff recommend solar powered as opposed to battery powered models so staff are not required to constantly swap and charge its' battery. Signs can be purchased as large as 15 inches or 18 inches though these are not recommended due to their much bulkier powering units making transportation and installation much more difficult.

Each radar sign comes with cloud access, free for the first year and \$500 each year thereafter. The Township can elect to upload sign data using Bluetooth instead for free. With access to the cloud, this allows staff to remotely access the sign to change settings, check data, battery life and receive alerts in real time if someone exceeds a speed threshold. These units collect data and record speed, time of day and vehicle count. These features allow the Township to pinpoint when violations occur and will help

law enforcement to choose best times to set up speed checks. The sign also includes a stealth mode, where the sign appears to be off but is actually collecting traffic data. This could potentially help measure the effectiveness of the sign as a traffic calming measure.

Purchase, delivery and installation of a speed radar sign could be performed within approximately 6 weeks after Council's approval. During this time, Council would be encouraged to submit their individual requests for placement of the sign. Staff would combine these requests with staff recommended placements and present a proposed rotating placement schedule for the sign through a report for Council's consideration.

The County of Elgin and Elgin OPP were consulted in this matter with neither having objections to the proposal. The County of Elgin requests but does not require the Township to communicate placement of its speed radar sign when placing on County roads within the Township. Further, they recommended consulting with the Municipality of West Elgin who purchased their own speed radar signs a few years ago.

In consultation with West Elgin, their speed radar signage is deployed at their main urban centres and redeployed elsewhere on an as-needed basis. They recommended the live data subscription service for tracking data on traffic counts and speeds. They noted in the event the signs were to be stolen, the subscription service would also allow staff to track the stolen sign's location.

Financial Implications to Budget:

The 2023 budget as presented does not include provision for radar speed signage. However, it is not unusual for issues to arise after budget approval which require financing. The larger the unbudgeted expense, the more difficult the request is to accommodate. The cost of a speed radar sign is not considered material to the Township's financial operations and can be offset by projected capital surpluses. The lowest quotes obtained by staff include:

Recommended	Safe Place Evolution 12 (Solar)	\$4,026
Not Recommended	Safe Place Evolution 12 (Battery)	\$5,215
Not Recommended	EV 15 & EV 18 (Solar)	\$4,772

Consultations:

- Ryan DeSutter, Roads & Construction Manager, Township of Malahide
- Bob Lopez, Drainage Superintendent/Engineering Technologist, Township of Malahide
- Brad Cook, Sergeant, Elgin OPP
- Peter Dutchak, Manager of Transportation Service, County of Elgin
- Lee Gosnell, Manager of Operations and Community Services, Municipality of West Elgin

Submitted by:
Adam Boylan, Chief Administrative Officer (Interim)



Report to Council

REPORT NO.: FIN-23-14
DATE: July 6, 2023
ATTACHMENTS: 2023 Midyear Capital Budget Forecasts
SUBJECT: MIDYEAR FINANCIAL UPDATE

Recommendation:

THAT Report No. FIN 23-14 entitled “Midyear Financial Update” be received.

Background:

The purpose of this report is to provide an update on the financial activities of the organization, its program and services, trending data, and status of capital projects as of June 30, 2023.

Comments/Analysis:

Staff estimate the Township is on pace to generate an operating surplus in the range of \$50,000 - \$100,000 and a capital surplus of \$20,000 by the end of 2023. Overall, there are no significant concerns with the Township’s current financial trajectory and spending is being well-managed. A summary of each budget area is provided below for additional information.

Operating Budget:

Council

Training and conference expenses halfway through the year amounted to \$1,930 against a budget of \$10,000. Financial capacity exists for Councilors to register for additional training or conference opportunities or request staff contract in-house training on select topics of interest.

The “Council” budget division contains a provision of \$2,000 for “Miscellaneous” expenses. This is used for a variety of purposes including condolence wreaths, flowers,

food and drink for unscheduled meetings, donations, and small gifts. Approximately \$430 has been spent out of this fund to date.

Community grants were paid out shortly after budget approval with the exception of facility rental grants which are provided when an approved recipient rents a Township facility for the purpose expressed in their grant application. Staff are currently processing the facility rental grant for Springfield Family Fun Day at the Malahide Community Place. A schedule of community grant payments, excluding cemeteries, is provided below for review.

Community Grant Recipient	Budget	Paid
Springfield Santa Claus Parade	\$1,500	\$1,500
Springfield Family Fun Day	550	550
Knights of Columbus	1,350	1,350
Elgin County Plowmen's Association	500	500
Kinsmen Club of Aylmer	1,000	1,000
Elgin County Farm Safety	1,225	1,225
Aylmer-Malahide Museum	10,000	10,000
Aylmer & East Elgin Agricultural Society	4,000	4,000
Springfield Family Fun Day (facility rental)	1,450	0
South Dorchester Optimists	4,000	1,503
Springfield Swans	2,500	692
Springfield Brewers	1,600	1,530
Total	\$29,675	\$23,850

As directed in the 2023 Budget, \$8,000 has been transferred to the Election Stabilization Reserve Fund to fund one-quarter of the next municipal election.

Administration

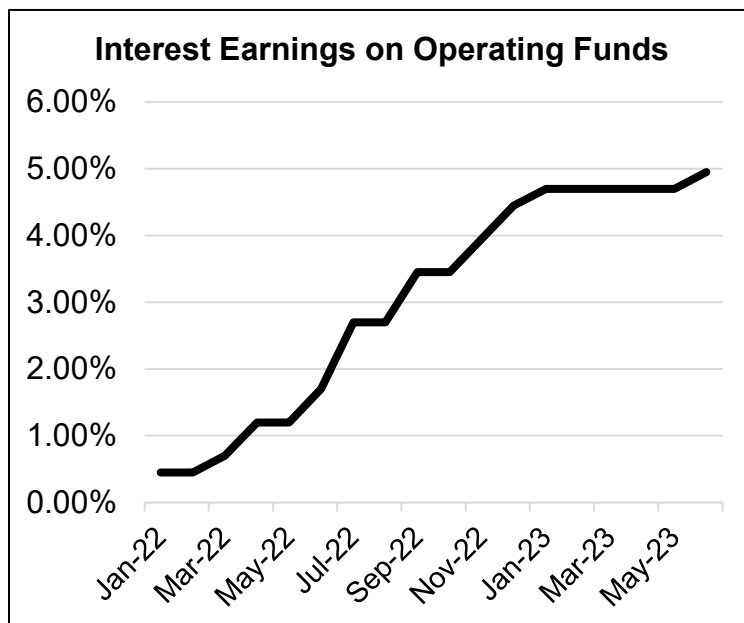
As the Township searches for a new CAO, the Township will be saving approximately \$10,000 each month while staff fill acting positions.

Administration staff, which includes CAO, Finance, Clerk, Information Technology and Human Resources, have used \$3,500 of its \$18,000 training and conferences budget. This budget will likely be significantly underutilized by the end of the year due to time constraints and personal circumstances.

The Township budgeted \$31,000 in 2023 for its' IT contract with Zouling Technologies. The contract includes a fixed fee of \$75/month for each server operated by the Township as well as an hourly charge as the Township uses the service. At the time of budget development, staff were unaware the Township operates 38 servers, an unusually large number of servers for the size of organization. Due to this revelation, staff expect a \$29,000 over expenditure for 2023 though significant savings are still being realized in contrast to prior years. With the implementation of Office 365, staff are

looking at migrating much of the Township's data storage to the cloud which would result in savings on its operating contract and future capital replacement costs.

Staff manage a bank account with RBC which funds the Township's day-to-day financial operations as well as the Township's capital projects. The Township earns prime minus 2% on its operating funds. In recent history, lending rates have been low and, as such, earnings on Township operating funds have followed suit. Lending rates increased during 2022 resulting in unexpected interest income on the Township's operating funds. During the 2023 budget development, staff considered increasing its interest



earnings estimate though economic projections at the time were uncertain as higher interest rates began showing signs of slowing the economy as planned by the Bank of Canada. With interest rates remaining high for the first half of 2023 with no signs of intent to drop them, staff estimate interest earnings will exceed budget expectations by \$80,000 by the end of the year.

Other Revenues

The other revenue section of the Township's budget includes estimates for supplementary (in-year additions to the tax roll), write-offs (deletions/reductions to the tax roll), payment-in-lieu revenues and the Ontario Municipal Partnership Fund.

Staff note that during 2023, the Province made changes to the Farm Forestry Exemption (FFE). The FFE is available for property holdings with wooded areas not used directly in a farm operation. Previously, the exemption applied to one acre of forested land for every 10 acres of farmland and could not exceed 20 acres in any one municipality. The Province has now increased this limit from 20 acres to 30 acres to keep pace with the growth of farm sizes. This will result in more land within the Township being tax exempt, resulting in write-offs against eligible properties. Staff are still processing the aggregate effect of this change for final tax billing in August though do not expect the exemption to cause a significant loss in taxation revenue. Staff will provide information to Council in its next financial update report in September on the effect of this change.

Animal Control

As part of the 2023 Budget, the Township reduced its dog tag fees in an attempt to bring revenues more in-line with animal control costs. Staff collected \$20,500 in dog tag fees during 2023. Service costs are expected to be \$13,500 resulting in a \$7,000 surplus. The Township's contract with Hillside Kennels includes a provision to pay vet fees under certain circumstances. The projected surplus can be used to offset any such costs. No complaints have been received in regards to the Township's new service provider. No further changes are recommended to the Township's animal control services.

Conservation

All conservation levies have been paid with the exception of Catfish Creek Conservation Authority's planning levy of \$4,751 which will be paid later this year. A schedule of the Township's 2023 Conservation Authority levies is provided below.

Conservation Authority	Budget	Paid
Catfish Creek Conservation Authority	\$154,345	\$149,594
Long Point Region Conservation Authority	16,345	16,345
Kettle Creek Conservation Authority	7,804	7,804
Total	\$178,494	\$173,743

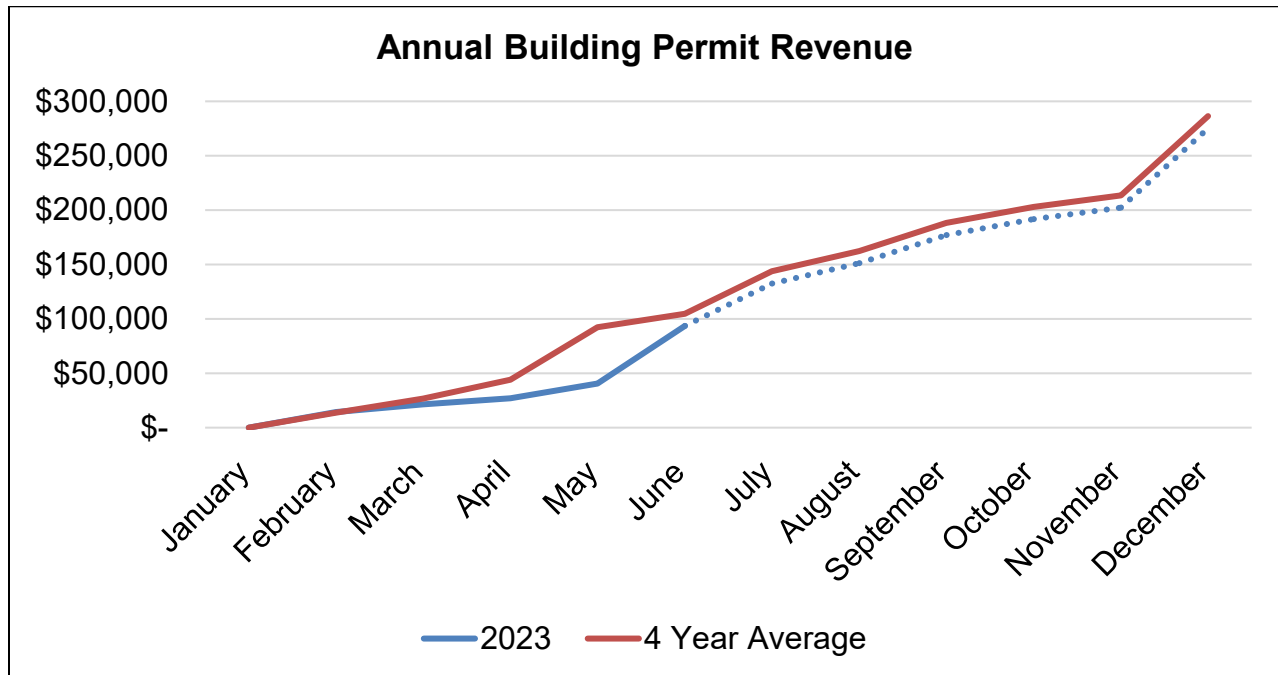
Planning

The Township budgeted to hire a Director of Development Services (oversees building & land-use planning), the cost of which was to be shared by the Municipality of Bayham. The position isn't expected to be filled until August. As a result, wage savings from this vacancy are expected to be realized. Offsetting against these savings are contracted planning services costs for the increased use of Monteith Brown Planning Consultants (MBPC). As a result, no significant variances are expected in Planning based on current trends.

Building & Bylaw

Shared building and bylaw services with the Municipality of Bayham were expected to be implemented earlier in the year. Due to struggles with recruitment and staff turnover, that process has been delayed and budget resources have gone underutilized. The Township budgeted \$65,000 for bylaw enforcement, roughly one-half of a full-time by-law enforcement officer. To date, \$5,300 has been spent using contracted by-law services with Tenet, the 3rd-party bylaw enforcement company that the Township currently utilizes. Based on this information, staff expect surplus funds of \$27,200 by the end of the year.

Building permit revenues are currently on par with the Township's collections from 2019 to 2022. Based on this information, staff expect building permit revenues to match budget estimates.



Fire & Emergency Services

Two notable budget adjustments were made to this area during the 2023 Budget: 1) Port Bruce ice breaking and, 2) Ministry of Transportation (MTO) billing recoveries.

The Township's Port Bruce ice breaking contract cost \$44,814 against a budget of \$47,000 for standby charges last spring.

MTO billings are strong in the first half of the year at \$53,000 against a \$80,000 budget. However, the collection rate against these charges can vary and therefore a forecast on end-of-year collections is difficult to determine at this time. There are no notable variances being forecasted in this budget area at this time.

Police

The Elgin OPP apply for grants throughout the year which can sometimes result in unexpected surpluses for the Township. At this time, no such grants are known and it is therefore expected that there will be no notable variances in this budget area by the end of the year.

Road Operations

Despite a favourably mild winter earlier in the year, current trends suggest Public Works' (PW) fuel budget will likely be insufficient and require adjustment again in the 2024 Budget. Based on historical usage, staff forecast a \$15,000 deficit by the end of the year though this can vary depending on winter control requirements.

Vehicle repairs are currently at \$86,000 against a budget of \$212,000. Last year at this time, \$125,000 in vehicle repair costs had been incurred by comparison. Future spending in this area is difficult to forecast and will depend on the frequency and severity of breakdowns.

Operating plans for PW are currently underway with no significant financial issues arising as of yet. It was, however, noted by staff that the edging of some roads, particularly those traversed by heavy farm equipment, are deteriorating along their edges at an increased rate. Additional budget resources for edge padding to combat this trend will likely be requested in the 2024 Budget.

Streetlights

The 2023 streetlight levy of \$31,373 will be applied to final tax bills in August. Staff will bring forward a review of this funding philosophy prior to 2024 Budget deliberations as directed by Council earlier this year.

Waste Management

There are no notable variances being forecasted in this budget area at this time.

Drainage

There are no notable variances being forecasted in this budget area at this time.

Parks

There are no notable variances being forecasted in this budget area at this time.

Cemeteries

All cemetery board grants have been paid to recipients approved in the 2023 Budget. A schedule of the Township's 2023 cemetery board grants is provided below.

Recipient	Budget	Paid
Aylmer Cemetery Board	\$18,000	\$18,000
Luton Cemetery Board	2,500	2,500
Springfield Cemetery Board	5,000	5,000
Total	\$25,500	\$25,500

The 2023 Budget provides financing for regular grass cutting and maintenance at the Township's cemeteries. The cemetery grass cutting budget is based on an existing contract and therefore costs will agree with its allocated budget by the end of the year.

The budget includes an allotment for maintenance of \$5,000 that is currently unspent. Staff are expected to review priority maintenance items for use of this budget by the end of the year.

Recreation

There are no notable variances or concerns with year-to-date spending in the Recreation Department. Expense budgets are expected to be adequate based on current trends with no issues noted by staff.

A history of the Township's hall rental revenue is provided at right for information.

Revenue forecasts are difficult to make at this point in the year due to the seasonality of recreation programs which have only just begun. The Township's budget contains hall rental estimates of \$29,500 and \$9,450 for Malahide Community Place and the South Dorchester Community Hall respectively. It is unclear whether the Township will be able to return to pre-pandemic recreation revenues in order to reach its budget estimates. Activity reporting from Recreation Services, including future facility scheduling, may assist Council further assessing and forecasting recreation facility performance.

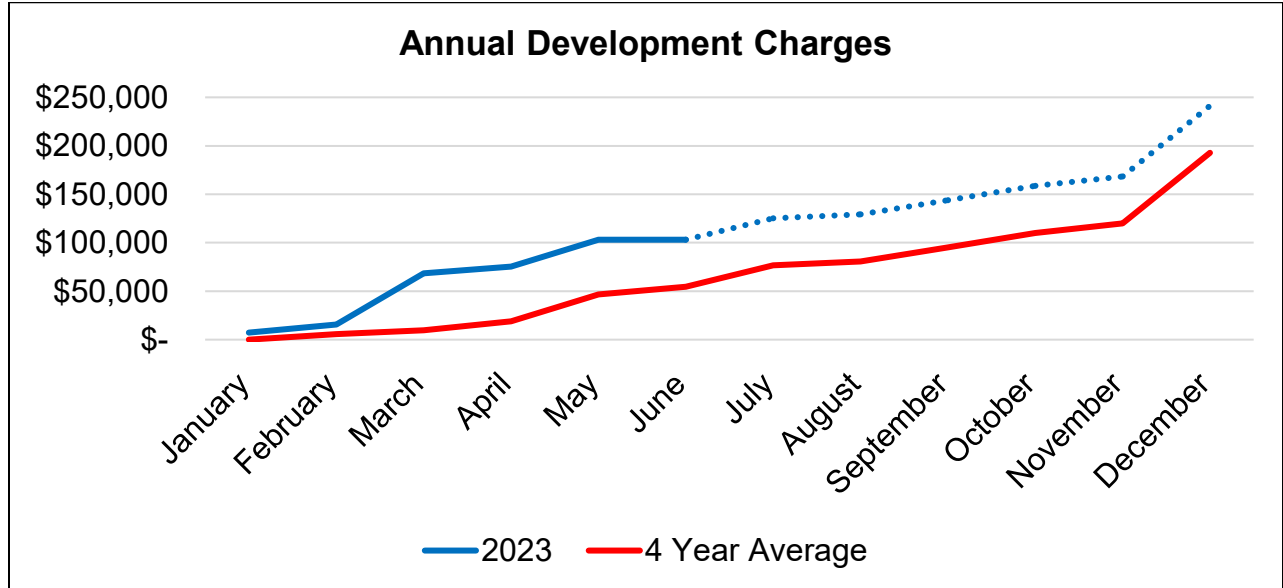
Hall Rentals (excludes Ball Diamonds)		
Year	Malahide Community Place	South Dorchester Community Hall
2023 (June)	\$7,023	\$1,689
2022	\$18,764	\$4,838
2021	\$9,240	3,671
2020	\$7,476	\$2,713
2019	\$24,777	\$9,713
2018	\$27,583	\$10,144
2017	\$31,930	\$8,384
2016	\$33,329	\$7,295
2015	\$31,811	\$8,071

Debt & Reserves

Debenture payments and reserve transfers have been executed as directed through the 2023 Budget.

Development charge revenues were strong in the first half of the year with \$103,091 in collections. Based on historical trends, staff expect annual collections in the magnitude of \$200,000 to \$250,000 by the end of the year. 2022 collections amounted to \$232,363.

As required under the Development Charges Act, these funds are transferred into the Township's Development Charges Reserve Fund to be applied against eligible capital projects identified in our Development Charges Background Study.



Capital Budget:

A capital project update schedule has been appended to this report which includes forecasts based on RFT/RFP approvals and consultations with staff. Despite receiving a few unfavourable competitive bidding results, the Township is still on pace to spend within 2023 Budget estimates. A total of \$2,963,161 is expected to be spent against the Township's \$3,728,300 capital budget resulting in \$770,639 unspent funds. Of this amount, staff will be requesting carryforward funding approvals for a tanker truck (\$700,000) and replacement of the Fire Hall 3 HVAC system (\$50,000) leaving a remaining surplus of approximately \$20,000.

Submitted by:

Adam Boylan

Chief Administrative Officer (Interim)

Midyear Capital Budget Update

	Budget	Forecast	Variance	Updates
Roads				
Road Safety Audit (Phase 3)	\$17,400	\$17,400	\$0	Final report being drafted by CDJL.
Studies - Road Safety Audit (Phase 4)	\$30,000	\$30,000	\$0	RFP document has been drafted and will be advertised later this year.
Reconstruction w/ Storm Sewers - Pressey Line	\$150,000	\$150,000	\$0	Internal design work completed. Staff are currently coordinating with Hydro One for utility relocation. Expected to be completed in the fall.
Double Surface Treatment (75mm)	\$327,600	\$327,600	\$0	Project scope reduced on May 18th to only include College Line - Rogers Road to Imperial Road. Construction portion of project has been initiated. Project completion expected in August.
Single Surface Treatment	\$530,500	\$530,500	\$0	Capital works being initiated in early July and expected to be completed on budget later in the month.
Single Surface Treatment w/ Edge Padding	\$64,700	\$64,700	\$0	
Gravel Resurfacing	\$196,800	\$195,888	\$912	Tender awarded by Council on April 20, 2023 at a cost of \$195,888. Gravel road segments approved in the 2023 Budget - Appendix B are complete.
Guiderails	\$100,000	\$114,607	-\$14,607	Council awarded the tender to Royal Fence at a cost of \$114,607 on May 4th. Installations are expected to be complete by early July.
Studies - Road Needs Study Update	\$10,000	\$10,000	\$0	Project is on hold until can be reviewed by new Director of Public Works
Chipper#61	\$21,000	\$16,089	\$4,911	Chipper has been repaired and is back in service. No further costs expected
GPS Survey Equipment	\$50,000	\$38,587	\$11,413	Council awarded the RFP on June 1, 2023 at a cost of \$38,587. The equipment was delivered to the Township and is use by staff.
Temperance Line	\$0	\$5,500	-\$5,500	Depulverizing complete. Dust control is being applied. Project is expected to be completed in early July.
	\$1,498,000	\$1,500,871	\$2,629	

Midyear Capital Budget Update

	Budget	Forecast	Variance	Updates
Bridges & Culverts				
C-17 Vienna	\$33,900	\$33,900	\$0	Design project completed and will be used to inform long-term capital budget
Hacienda Rd Culvert Rehab Design	\$35,300	\$35,300	\$0	Design project completed and will be used to inform long-term capital budget
B-7 Carter	\$209,500	\$246,867	-\$37,367	Tender awarded by Council on March 16th for \$246,867. Project is complete including final inspection of capital works.
	\$278,700	\$316,067	-\$37,367	
Fleet				
Loader 44 (2008) 15Yr	\$330,000	\$274,084	\$55,916	Council to consider RFP award on July 6th. A project surplus is expected when taking into consideration trade-in value of existing equipment.
Pickup 86 (2012) 9Yr Facilities	\$52,500	\$53,403	-\$903	Council awarded tender to Eichenberg Chrysler at the June 28, 2022 meeting at a cost of \$53,403. Vehicle was delivered and paid for in 2023. Vehicle is currently in service.
Truck 85 (2010) 12Yr	\$60,200	\$66,955	-\$6,755	Council awarded tender to Elgin Chrysler at the June 28, 2022 meeting at a cost of \$66,955. Vehicle was delivered and paid for in 2023. Vehicle is currently in service.
Pickup 71 (2009) 9Yr Parks	\$50,000	\$49,794	\$206	Council awarded tender to Elgin Chrysler at the May 18th meeting at a cost of \$99,588 for two 1/2-ton pickup trucks
Pickup 89 (2015) 8Yr Patrol	\$50,000	\$49,794	\$206	
Pickup 87 (2013) 8Yr Patching	\$50,000	\$67,105	-\$17,105	Council awarded tender to Elgin Chrysler at the May 18th meeting at a cost of \$67,105 for one 3/4-ton pickup.
	\$592,700	\$561,135	\$31,565	
Drains				
Sparta Line	\$200,000	\$200,000	\$0	This project relates a number of drainage projects along Sparta Line. Drain no.1 and no.2 were approved by Council in April 2023. Council is expected to receive a tender report for no.3 and no.4 on July 6th. Based on current tender results, staff do not anticipate a budget exceedance.
	\$200,000	\$200,000	\$0	

Midyear Capital Budget Update

	Budget	Forecast	Variance	Updates
Fire & Emergency Services				
SCBA & Bunker Gear	\$42,600	\$42,600	\$0	Orders are being processed and placed. Starting last year, Malahide partnered with many other fire departments within the County to standardize Bunker Gear resulting in bulk purchasing discounts. It is anticipated spending will be within budget.
Radios & Pagers	\$3,000	\$3,000	\$0	Staff are planning on purchasing a couple of pagers and a portable radio to shore up the inventory that is aging and being replaced in an upcoming Capital Project scheduled for the years 2025-27.
Hoses, Nozzles & Adaptors	\$8,000	\$8,000	\$0	Pricing is being sought for these purchases. No budget overages are currently anticipated.
Tech Rescue Equipment	\$6,000	\$6,000	\$0	Some water rescue and ice rescue suits are being replaced and when they arrive will replace some of our older suits that are becoming unable to be repaired for safety reasons. No budget overages are suspected.
Air Bags	\$13,500	\$13,500	\$0	Bag set is ordered for this first year of the department's two-year replacement project. Delivery is expected to be within six months and within the budgeted amount.
Tanker 3	\$700,000	\$0	\$700,000	Staff are finalizing RFP documents and expect to advertise over the summer. An evaluation committee has been selected to score proposals and make a recommendation for Council's consideration. Delivery and payment of the vehicle is not expected until 2025.
Gas Monitoring	\$6,000	\$6,000	\$0	Pricing is being sought for these purchases. No budget overages are suspected.
	\$779,100	\$79,100	\$700,000	
Facilities				
Route and Seal MCP Parking Lot	\$8,000	\$8,000	\$0	Project on hold until the fall and after baseball season.
Fire Hall 3 HVAC	\$50,000	\$0	\$50,000	Deferred to 2024 Budget through Council resolution on April 6th.
Admin Office Renovation (Dir. Development Services)	\$25,000	\$0	\$25,000	An alternate floor plan has been drafted which will allow the Township to abandon this project and retain a project surplus.

Midyear Capital Budget Update

	Budget	Forecast	Variance	Updates
Facilities (continued)				
Admin Office Desks, Tables & Chairs	\$4,000	\$4,000	\$0	Replacements are expected to be purchased late Fall or early Winter.
MCP Desks, Tables & Chairs	\$8,000	\$8,000	\$0	
South Works Yard Desks, Tables & Chairs	\$2,500	\$2,500	\$0	
South Works Yard Water Softener	\$4,000	\$4,000	\$0	Unit was expected to be replaced based on its age though staff are finding its still in good operating condition. Project has been deferred.
Facility Condition Assessment - All facilities	\$15,000	\$16,050	-\$1,050	RFQ closed and May 5th and was awarded to McIntosh Perry at a cost of \$16,050. Facility walkthroughs were conducted on June 22nd. A report will be sent for Council's review later this year.
Council Chambers Furniture Replacement	\$17,000	\$17,000	\$0	Staff are reviewing configuration options and will present Council a follow up report over the summer.
	\$133,500	\$59,550	\$73,950	
East Elgin Community Complex				
Township Share of EECC Capital	\$179,000	\$179,000	\$0	Subject to EECC administrator updates. No variances expected.
Township Share of Desiccant Unit Repairs	\$20,000	\$20,000	\$0	
	\$199,000	\$199,000	\$0	
Parks				
Copenhagen Park	\$40,000	\$40,000	\$0	A design option was selected by Council on May 18th. An RFP Staff are targeting late July to early August to present RFP bids for Council's consideration.
Port Bruce Waterfront Master Plan	\$40,000	\$40,000	\$0	Project has not been initiated.
SDCH - Walking Path Paving	\$35,000	\$35,000	\$0	Staff are drafting RFP and are expecting to advertise to potential bidders in July.
Baseball Diamond 1 cut in, top dress & regrade	\$9,800	\$9,938	-\$138	Completed prior to baseball season at a cost of \$9,938.
	\$124,800	\$124,938	-\$138	

Midyear Capital Budget Update

	Budget	Forecast	Variance	Updates
Administration & Governance				
Strategic Plan	\$50,000	\$50,000	\$0	The Township is still in the early phases of this project with an estimated \$1,000 in costs being incurred between stationary, postage and advertising. A forecast of \$50,000 has been used for the purposes of this report until a more accurate year-end cost estimate can be ascertained.
Allowance for Equipment Replacements	\$8,000	\$8,000	\$0	Scheduled IT equipment replacements are complete.
Office 365 Modernization Initiative	\$13,500	\$13,500	\$0	Office 365 has been implemented and is in use by staff.
Server Replacement	\$50,000	\$50,000	\$0	Replacement of servers have been deferred to 2024 while staff review options to reduce reliance on existing stock of servers for cost reduction.
	\$121,500	\$121,500	\$0	

Total	\$3,728,300	\$2,963,161	\$770,639	
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Report to Council

REPORT NO.: HR-23-03
DATE: July 6, 2023
ATTACHMENT: Draft Appointment By-Law
SUBJECT: **SHARED SERVICES UPDATE AND ESTABLISHMENT AND RECRUITMENT OF A SHARED BUILDING INSPECTOR / DEPUTY CHIEF BUILDING OFFICIAL**

Recommendation:

THAT Report No. HR-23-03 entitled “Shared Services Update and Establishment and Recruitment of a Shared Building Inspector / Deputy Chief Building Official” be received;

AND THAT Council direct the Interim CAO and HR Manager to make the necessary changes to the Township’s Organization Chart and Salary Grid to establish and recruit for the position of “Building Inspector / Deputy Chief Building Official”.

Background:

In 2021, and acting on one of the recommendations of the Township’s Service Delivery and Organizational Review, the Township applied and received provincial funding to complete a “Development Approvals Service Business Plan and Electronic Processing Project”. Such entailed shared building, planning, and by-law enforcement services, as well as “e-permitting” for building permits, which has already been implemented at the Township through the public-facing “CloudPermit” program.

Although officially a Malahide project, the Municipality of Bayham has been a partner all along to determine whether such shared service could be mutually beneficial and successful. Through an in-depth review with multiple check-ins along the way with both Councils, the municipalities entered into a “Memorandum of Understanding” (or, “MOU”) to formalize the sharing of services as follows:

- Bayham sells to a Malahide by-law enforcement services; and,
- Malahide sells to Bayham building and planning services.

Staff have been working with their counterparts at Bayham to move the implementation of the shared service forward. This Report is provided as a general update, as well as to seek Council approval for the establishment and hiring of a “Building Inspector/Deputy CBO”.

Comments/Analysis:

The following is provided for each of the three (3) service areas:

By-law Enforcement: As of July 1, 2023, Bayham will be the formal by-law service provided to Malahide. This is to be done with a By-law Enforcement Officer (BLEO) under Bayham’s organizational structure, and with third-party by-law support through Tenet Security Group.

Bayham has successfully completed the hiring process for a BLEO. Stephen Miller will assume the role, effective July 10, 2023. The HR Manager and CAO are recommending appointment of Mr. Miller to various enforcement functions.

Planning: A second advertisement for a Director of Development Services was conducted. This Director, once onboarded, will be made available to Bayham as a contractor for the purposes of planning review and recommendations to Council and coordination of any third-party planning support.

As of the drafting of this Report, the advertisement has closed and Malahide and Bayham are proceeding through the recruitment/interview process.

Building: A meeting was recently held between Bayham’s CAO & Treasurer, and Malahide’s CAO, Treasurer, and CBO. Service levels, trends, and costs for both municipalities were shared in an effort to evaluate whether the contractor agreements (Bayham with “Hillenaar Consulting Inc” and Malahide with “RSM”) would remain appropriate once the shared services commenced.

It was mutually agreed upon and concluded that the hiring by Malahide of a Shared Building Inspector would increase service levels for both municipalities, and, at a reduced cost when compared to retaining both of the previously-noted contractor agreements.

Bayham’s agreement with Hillenaar Consulting Inc expires June 30th, and will not be renewed by Malahide. RSM will remain and support the Shared CBO and recruited Building Inspector, but at a reduced level (given the addition of a shared Building Inspector). Retaining RSM provides service level security, such as in the event of a vacant position, in periods of high-volume, and in the review of more complex and involved permit applications.

The above-noted officials from Malahide and Bayham also discussed and agreed upon the level/experience of the position to be recruited, along with the expected salary. It was determined that savings would still be available, and have increased likelihood of successful recruitment if a senior-level building inspector was established having a position title of “Building Inspector/Deputy CBO”. The salary for this position is recommended to be approximately \$48/hour, or approximately \$87,000/year.

Further notes on this recommendation are as follows:

- Although a second ‘on-staff’ inspector would be added to the shared building service, the CBO does not believe that a second vehicle is needed. The CBO would spend most hours in office conducting plans review and coordinating the administration of the shared service, while the Building Inspector/Deputy CBO would have the vehicle out on inspections between both municipalities.
- Work space at the admin office (87 John St. S., Aylmer) is reaching capacity, however accommodating this position remains possible.

Financial Implications to Budget:

As noted earlier, the Township’s Director of Corporate Services / Treasurer, Adam Boylan, was closely involved in the analysis. As this proposed “Building Inspector/Deputy CBO” position would primarily be funded through building revenues, and with the accompanying reduction of the budgeted contractor agreements noted earlier, there is not expected to be an impact to the salary and wages budget.

If recruitment of the building inspector position proves unsuccessful, the Township would need to acquire increased support from RSM. Such would likely pose an impact dependent on the total hours and length of time without an inspector.

Submitted by:	Approved by:
Sue Loewen, Human Resources Manager	Adam Boylan, Director of Corporate Services / Treasurer Interim Chief Administrative Officer
Adam Betteridge, Chief Administrative Officer	Adam Betteridge, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-52**

Being a By-law to appoint a Municipal By-law Enforcement Officer for the Township of Malahide.

WHEREAS Section 15 of the Police Services Act, R.S.O. 1990, Chapter P.15, provides that council of a municipality may appoint persons to enforce the by-laws of the municipality and such municipal law enforcement officers are peace officers for the purpose of enforcing municipal by-laws;

AND WHEREAS pursuant to section 1 of the Provincial Offences Act, R.S.O. 1990, Chapter P.33 the Attorney General of Ontario has designated municipal law enforcement officers as provincial offences officers to enforce the by-laws of the municipality under the Provincial Offences Act;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it desirable and expedient to appoint a Municipal By-law Enforcement Officer to enforce the by-laws of the Township of Malahide;

AND WHEREAS the Council of the Corporation of the Township of Malahide has entered into a shared services memorandum of understanding with the Municipality of Bayham for the provision of by-law enforcement services to be provided by the Municipality of Bayham and requiring the appointment of certain Municipal By-law Enforcement Officials and/or third-party contractors qualified to ensure adequate service delivery;

NOW THEREFORE the Council of The Corporation of the Township of Malahide hereby enacts as follows:

1. THIS BY-LAW is enacted by the Corporation of the Township of Malahide, in the Province of Ontario, to establish the process for and the appointment of a Municipal By-law Enforcement Officer (hereinafter referred to as "MBEO"), and to outline the powers, duties, and responsibilities of the MBEO in enforcing municipal by-laws within the Township of Malahide.
2. THAT Stephen Miller shall be appointed as the MBEO for the Corporation of the Township of Malahide effective July 10, 2023.
3. THAT in addition to Stephen Miller, the Council of the Municipality of Bayham has also entered into an agreement with Tenet Security Group Inc., a third-party contractor qualified to provide municipal law enforcement services.

4. THAT in accordance with the shared services memorandum of understanding with the Municipality of Bayham, Stephen Miller and/or qualified personnel of Tenet Security Group Inc. are authorized to perform the responsibilities on behalf of the Township of Malahide as contained under Section 5. herein.
5. THAT the MBEO shall be a duly qualified and trained individual, possessing the necessary knowledge, skills, and qualifications as required by the relevant provincial legislation, including but not limited to the Ontario Municipal Act and the Ontario Provincial Offences Act, specifically:
 - a. The MBEO shall have the authority to enforce all municipal by-laws enacted by the Township of Malahide within the limits prescribed by the relevant legislation.
 - b. The MBEO shall have the power to investigate and enforce by-law infractions, issue warnings, notices, and administrative penalties as authorized by the applicable municipal by-laws.
 - c. The MBEO shall have the authority to issue tickets, summonses, and other legal notices, as required, in accordance with the Ontario Provincial Offences Act and any other relevant legislation.
 - d. The MBEO shall have the power to enter any premises or property within the municipality for the purpose of investigating and enforcing by-law compliance, subject to obtaining any necessary search warrants as required by law.
 - e. The MBEO shall have the responsibility to maintain accurate records of by-law investigations, enforcement actions, and related activities, and to provide regular reports to the Township's Chief Administrative Officer (hereinafter referred to as the "CAO") and/or Township of Malahide Council.
 - f. The MBEO shall cooperate and coordinate with other municipal departments, law enforcement agencies, and relevant authorities as necessary to effectively enforce municipal by-laws.
6. IF ANY PROVISION of this by-law or its application to any person or circumstance is found invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the other provisions or applications of this by-law, which shall remain in full force and effect.
7. THIS BY-LAW shall come into effect upon its passing and registration in accordance with the applicable legislative requirements.

8. ANY PREVIOUS BY-LAWS or parts of by-laws inconsistent with the provisions of this by-law are hereby repealed.

READ a **FIRST** and **SECOND** time this 6th day of July, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of July, 2023.

Mayor, D. Giguère

Clerk, A. Adams



REPORT TO COUNTY COUNCIL

FROM: Sarah Savoie, Accessibility Coordinator
DATE: June 13, 2023
SUBJECT: Joint Annual Accessibility Status Report 2022

Recommendation(s):

THAT the report titled “Joint Annual Accessibility Status Report 2022” dated June 13, 2023 be received, filed, and approved.

Introduction:

Elgin County and its Local Municipal Partners (LMPs) are required to collaboratively prepare an annual accessibility status report on the progress of measures taken to implement the goals outlined in the Joint Multi-Year Accessibility Plan. Additionally, the status report must be posted on the County and LMPs websites for the public, per the *Integrated Accessibility Standards Regulation (IASR)* requirements.

Discussion:

Elgin County and its LMPs created a Joint Multi-Year Accessibility Plan spanning 2021-2026. As a result of the plan becoming a joint effort between the County and its Local Municipal Partners, the status reports will also be done jointly. Over the 5-year period, on an annual basis, the County and its LMPs are required to provide an update to County Council as well as LMPs Councils on the progress made towards obtaining the goals outlined in the Joint Multi-Year Accessibility Plan, per the *AODA*. The attached report outlines the measures taken to ensure compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)* and *IASR*. It details the initiatives undertaken by the County and LMPs in 2022 to identify, remove and prevent barriers.

Financial Implications:

No financial implications.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Local Municipal Partner Impact:

As the status reports will continue to be done collaboratively between Elgin County and its LMPs, it should reduce the amount of time that the Local Municipal Partners spend fulfilling this requirement. Since the previous model required each LMP to complete this requirement independently, making it a joint effort allows LMPs to send information to the County Accessibility Coordinator, who is wholly responsible for drafting the report.

Communication Requirements:

The Joint Annual Accessibility Status Report for 2022 is required to be communicated and collaborated on with Elgin County and its Local Municipal Partners. The report was taken to the Joint Accessibility Advisory Committee for approval and feedback before taking it to County Council. Upon approval by County Council, the report will go to all the Local Municipal Councils to be received for information and posted online. The report must be made available to the public via the County and LMPs websites.

Conclusion:

As outlined in the attached Joint Annual Accessibility Status Report, the County of Elgin and its Local Municipal Partners will continue to identify, remove and prevent barriers to people with disabilities. These efforts are communicated to County Council and LMP Councils through the Joint Multi-Year Accessibility Plan and affiliated status reports.

All of which is Respectfully Submitted

Sarah Savoie
Accessibility Coordinator

Amy Thomson
Director of Human Resources

Approved for Submission

Stephen Gibson
Chief Administrative Officer (Acting)



Joint Annual Accessibility Status Report 2022

A summary of Elgin County and its Local Municipal Partners accomplishments towards inclusion and accessibility in 2022

Elgin County and Local Municipal Partners Joint Annual Accessibility Status Report 2022

Objectives and Purpose

This is the County of Elgin and its Local Municipal Partners (LMPs) Annual Accessibility Status Report update. In 2015, Elgin County released its second Multi-Year Accessibility Plan, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The plan outlined the County's strategy to prevent and remove barriers to accessibility, which includes how to meet requirements under the AODA.

In 2021, the County released its first Joint Multi-Year Accessibility Plan (MYAP), which includes the County of Elgin and its seven Local Municipal Partners' accessibility progress, goals and timelines for the next five years. As a result of the MYAP becoming a joint effort, it allowed the Annual Accessibility Status Reports to become streamlined and collaborative rather than requiring each LMP to create their own.

This Status Report includes the accessibility initiatives that were completed in 2022 to implement the strategy outlined in the Joint Multi-Year Accessibility Plan.

The purpose of this Status Report is to make the public aware of Elgin County and its LMPs' progress with accessibility implementation and to prevent and remove barriers and meet requirements under the AODA and IASR.

Compliance Reporting

Elgin County filed their sixth Accessibility Compliance Report in February 2023, due to claiming non-compliance regarding web accessibility and the WCAG 2.0 Level AA criteria in 2021. For the 2023 report, Elgin County was able to claim compliance and continues to work on maintaining web compliance and document accessibility. Any LMPs who claimed non-compliance are working with the Ministry for Seniors and Accessibility to ensure compliance is achieved. The deadline for municipalities that reported compliance in 2021, will be on December 31, 2023.

Commitment Statement

The County of Elgin and its LMP's statement of commitment establishes the vision and goals for the Municipalities to meet the legislated accessibility requirements. The statement of commitment is publicly available on the County website, accessibility policy and Joint MYAP.

The County of Elgin and its LMPs are committed to identifying, eliminating and preventing barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The County of Elgin and its LMPs recognize the diverse needs of all of our residents and customers and will respond by striving to provide goods, services and facilities that are accessible to all.

The County of Elgin and its LMPs are committed to being responsive to the needs of all of our residents and employees. In order to meet the needs of people with disabilities the Municipalities will:

- Ensure policies address dignity, independence, integration and provide for equal opportunity for people with disabilities
- Allow people with disabilities to use their own personal devices to obtain, use or benefit from the services offered by the County and LMPs
- Accommodate the accessibility needs of people with disabilities to ensure they can obtain, use, or benefit from the County and LMPs goods, services, programs and facilities
- Communicate with people with disabilities in a manner that is considerate of the person's disability

The County of Elgin and its LMPs will promote accessibility by ensuring that compliance is met for all regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. In order to ensure that timelines are met, The County and its LMPs will establish, implement and maintain a Joint Multi-Year Accessibility Plan. The plan will outline the County and its LMPs strategy to prevent and remove barriers to people with disabilities. The plan will be updated on an ongoing basis, as needed, to ensure it remains current and aligns with the IASR.

Continuous Achievements in Accessibility

- The County of Elgin and its LMPs focus on removing barriers which may exist in our buildings and facilities, while ensuring that new buildings, leases, and renovations do not create any new barriers
- Elgin County/Central Elgin Joint Accessibility Advisory Committee continues to meet and review accessibility initiatives
- The County of Elgin and its LMPs continue to comply with the requirements of the *Integrated Accessibility Standards Regulation* including continuing to train staff, volunteers and third parties who interact on behalf of the Municipalities on an ongoing basis
- All library branches continue to provide accessible materials and communication supports upon request. In addition, the libraries have several accessible materials and resources available including but not limited to: large print books, audio books, CELA Library loan access, electronic materials with zoom features, hand-held magnifiers as well as ZoomText with large print keyboards
- Continue to review customer feedback and take appropriate action

- The County of Elgin and its LMPs are continuously looking into new accommodation options for people with disabilities
- Use of technology such as eScribe to ensure that Council agendas and minutes are completely accessible as well as maintaining website compliance achieved
- Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program

Highlights of 2022

- **The County of Elgin accomplished the following in 2022:**
 - Working to complete renovations on accessible elevators in the County Administration Building
 - Finish making upgrades to Council chambers and front lobby on first floor
 - Created an Accessibility Content Style and Design Guide, and a Creating Accessible Documents Guide
 - Continued making changes to the County website to ensure compliance with the WCAG 2.0 Level AA requirements
 - Completed the Joint Annual Accessibility Status Report for 2022 regarding the progress made for the Joint Multi-Year Accessibility Plan
 - Began the creation of a Joint Diversity, Equity and Inclusion Plan between Elgin County and Local Municipal Partners that includes accessibility
 - Creation of training for document accessibility which will be rolled out to Elgin County staff and Local Municipal Partners upon request in 2023
- **Elgin County / Central Elgin Joint Accessibility Advisory Committee (JAAC) reviewed and provided consultation on:**
 - The County of Elgin Accessibility Policy to ensure it meets industry best practice
 - The creation of the Accessibility Content Style and Design Guide and a Creating Accessible Documents Guide
 - The establishment of on-street accessible parking spaces in downtown Rodney near Furnival Road
 - The revision of the JAAC Terms of Reference
 - The JAAC Co-Hosted the Accessibility Open House with the City of St. Thomas
- **The Municipality of Bayham accomplished the following in 2022:**
 - Conducted an accessible Election including establishment of a Municipal Election Accessibility Plan and Election Official training

- Approved schematic plans for Straffordville Community Centre expansion
- Tendering and construction planned for 2023
- Applied to the Enabling Accessibility Fund for accessibility upgrades at the Marine Museum
- Approval of capital item for new website in 2023
- Ongoing sidewalk improvements through Bayham's capital program including 1.3 kms of new sidewalk in Vienna
- Implementation of technology for hybrid Council meetings
- **The Municipality of Central Elgin accomplished the following in 2022:**
 - Hard surfaced accessible concrete sidewalks added to Union Street Park in Belmont
 - Construction of a barrier free and accessible washroom in Union Street Park in Belmont
 - Accessible playground equipment Union Street Park
 - Accessible fitness equipment Union Street Park
 - Construction of an accessible elevator at the Belmont Arena
 - Addition of sidewalks in Old Lynhurst including two crosswalks from Talbot Hill to Wellington Road
 - Restoration of the gravel pathway around the Little Creek Stormwater Management Facility in Port Stanley
- **The Municipality of Dutton Dunwich accomplished the following in 2022:**
 - Accessible ramp and entrance at town hall railing to be installed this fall
 - Development of a new website with a citizen portal for residents to complete municipal business 24/7
 - Two fully accessible outdoor exercise equipment (accessible hand bike and upper body stretcher) to add to our existing pieces – a total of 5
 - Hand sensor door opener replaced a paddle at our medical centre and Service Ontario offices
 - Applied for the Enabling Accessibility Grant -small projects component to make our entire front reception area accessible
 - If successful it will be completed this December as we have the drawing and specs already
 - Continue to digitize our TOMRMS filing system so employees (present a future) can access any files should they need to work from home as an accommodation due to any issues
- **The Municipality of West Elgin accomplished the following in 2022:**
 - Completed Accessible public/staff washroom as part of Municipal Office Renovations – monies provided through Enabling Accessibility Grant

- Open renovated Municipal Office with better accessibility for staff and public – accessible front counter, entrance way and meeting room as well as staff areas
- Completed Pre-Election Accessibility Plan and placed on website
- Provided training on accessibility to staff to ensure compliance (ongoing)
- Continued updating documents for website to ensure compliance (ongoing)
- Completion of Accessible Parking space on Moriah Street in Rodney as part of Downtown Rodney Reconstruction
- Worked with a local service group to create accessible pathways in Miller Park (1 section completed and this is an ongoing project to provide accessible pathways throughout park)
- **The Town of Aylmer accomplished the following in 2022:**
 - Administered an accessible election in accordance with the Municipal Elections Act
 - No requests for accommodation were received throughout the election period; however, staff received positive feedback from visitors respecting the voting method (Internet, Telephone) with in-person assistance available onsite
 - Accessible upgrades were made to the newly renovated Council Chambers located at 25 Centre Street, Aylmer
 - Continued accessibility related improvements to www.aylmer.ca
 - Continued staff training regarding WCAG 2.0 Level AA requirements
- **The Township of Malahide accomplished the following in 2022:**
 - Provided training on document accessibility to staff to ensure compliance (ongoing)
 - Created a Municipal Elections Accessibility Plan
 - Continued making changes to the Township website to ensure compliance with the WCAG 2.0 Level AA requirements
 - Continued making changes to the Township Facebook page to ensure compliance with the WCAG 2.0 Level AA requirements
- **The Township of Southwold has accomplished the following in 2022:**
 - Staff participation document accessibility training to ensure compliance (ongoing)
 - Update to Official Plan Text – now an accessible document
 - Update to many other documents to make accessible – creation of templates so they are accessible going forward
 - Continue to update and maintain Township website to ensure compliance with the WCAG 2.0 Level AA requirement
 - Completion of accessible pavilion and playground in new Talbotville park

Availability of the Plan and Status Report

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports can be accessed through Elgin County's website on the [Accessibility Page](#):

<https://www.elgincounty.ca/accessibility/>

Contact Information

For more information contact – Elgin County's Accessibility Coordinator:

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Email ssavoie@elgin.ca

Mail Accessibility Coordinator
County of Elgin, Human Resources Dept.
450 Sunset Drive,
St. Thomas, ON N5R 5X7

Accessible formats and/or communication support(s) are available upon request.



REPORT TO COUNTY COUNCIL

FROM: Sarah Savoie, Accessibility Coordinator
DATE: June 1, 2023
SUBJECT: Additions to Joint MYAP for Elgin County Heritage Centre

Recommendation(s):

THAT Elgin County Council approve the amendments to the Elgin County and Local Municipal Partners' Joint Multi-Year Accessibility Plan 2021-2026 to include accessibility progress, goals, and timelines specific to the Elgin County Heritage Centre.

THAT the amendments be forwarded to Local Municipal Partners' Councils to be approved and filed.

Introduction:

Elgin County and its Local Municipal Partners ("LMPs") prepared a Joint Multi-Year Accessibility Plan ("Joint MYAP") spanning 2021-2026 that outlines accessibility progress, goals and timelines for all of Elgin County. It is recommended that the Joint MYAP be amended to include accessibility progress, goals and timelines that are specific to the Heritage Centre.

Discussion:

The Joint MYAP outlines accessibility progress and goals spanning 2021-2026. When Elgin County and its LMPs were in the process of creating the Joint Multi-Year Accessibility Plan there were progress, goals and timelines established that covered all Elgin County departments, services, and facilities. The Heritage Centre is required to have an Accessibility Plan in place when applying for provincial museum grants including the Community Museums Operating Grant and Heritage Organization Development Grant. While the Joint MYAP intends to cover all County departments and facilities, in order to ensure a strong grant application, the Heritage Centre is recommending amendments to the Joint MYAP to include progress, goals and timelines that are directly relevant to the museum and its facilities and services.

Below is a list of all the amendments that are being recommended by the Heritage Centre to include in the Joint MYAP:

General Requirements

Goals

- Continue training of Heritage Centre staff, Elgin County Museum Advisory Committee members, and volunteers on the AODA and Ontario *Human Rights Code* as it pertains to people with disabilities

Timeline –Ongoing

- Continue training Heritage Centre staff, Committee members and volunteers on AODA and OHRC

Information and Communication

Progress

- Heritage Centre collaborates with Legislative Services Department and Cultural Services Department staff to upload content to the website to ensure it is compliant with the WCAG 2.0 Level A and AA requirements

Goals

- Following website redevelopment - develop robust accessible document training strategy for website content uploaders onto the County Site, including Library and Heritage Centre staff
- Provide social media training for Heritage Centre and Cultural Services staff for web content accessibility to ensure that social media posts are compliant with the IASR requirements

Timeline –Ongoing

- Provide social media training for Heritage Centre and Cultural Services staff

Employment

Goals

- Continue to ensure that volunteer recruitment and onboarding for Heritage Centre volunteers is compliant with the AODA requirements
- Update Heritage Centre volunteer application form to ensure public knows accommodations and accessible formats and/or communication supports are available upon request during the recruitment process for Elgin County Museum Advisory Committee members and volunteers

Timeline –Ongoing

- Ensure volunteer recruitment and onboarding for Heritage Centre volunteers is AODA compliant

Timeline –2021-2023

- Update Heritage Centre volunteer application form to ensure public knows accommodations, accessible formats and/or communication supports are available upon request during the recruitment process

Design of Public Spaces

Progress

- Elgin County Heritage Centre constructed in 2017
 - Building is equipped with designated accessible parking spaces, a universal washroom, accessible door operators at entrances, paved walkways and accessible ramp for barrier free path of travel
- Elgin County Heritage Centre continues to consider people with disabilities who use mobility aids and wheelchairs when designing exhibits and displays to ensure full access to facilities for all visitors

Goals

- Create Universal Washroom Emergency Call Button Alarm Procedure for all County facilities equipped with universal washrooms
 - Collaborate with Heritage Centre and Admin Building staff to ensure procedure is implemented for universal washroom and training is provided as needed
- Create Service Counter Design Guidelines including mobility device friendly access to be shared with Local Municipal Partners
 - Consider placement and location of information, signage, brochures etc.
 - Redesign service counter area and desk in the Heritage Centre to make more accessible for all visitors

Timeline –2021-2023

- Collaborate with Heritage Centre and Admin Building staff to implement and provide training on procedure

Timeline –2024-2026

- Redesign of Heritage Centre service counter area

Customer Service Progress

- Considers people with disabilities when providing services to the public including school group programs and public events
 - Ensures exhibits, displays and facilities are accessible to all visitors, and accommodations are made available upon request

Goal

- Ensure all Heritage Centre staff, Museum Advisory Committee members and volunteers receive the accessible Customer Service Standard training

Timeline –Ongoing

- Training for Heritage Centre staff, Committee members and volunteers on Customer Service Standard

Financial Implications:

No financial implications.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Local Municipal Partner Impact:

Elgin County and all its Local Municipal Partners must post the Joint MYAP on their websites. If the Joint MYAP is updated or amended, the new version should replace the existing version that is posted on LMPs websites. LMPs may opt to present the changes to their Councils for approval before adding the revised Joint MYAP to the website.

Communication Requirements:

Any updates or amendments to the Joint MYAP must be brought to the Joint Accessibility Advisory Committee to consult on and approve. Once approved by the Committee, the amendments will be taken to County Council. Upon approval by County Council, the updated Joint MYAP will go to all the Local Municipal Councils to be received for information and posted online.

Conclusion:

As outlined above, the recommended amendments to the Joint MYAP would ensure specific progress, goals and timelines are included and will help to demonstrate the Heritage Centres commitment to accessibility and compliance with the AODA. This will help strengthen the grant application when applying to provincial museum grants.

All of which is Respectfully Submitted

Sarah Savoie
Accessibility Coordinator

Approved for Submission

Stephen Gibson
Chief Administrative Officer (Acting)



Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan 2021-2026

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Introduction

Message from the Chief Administrative Officers

On behalf of the Municipalities of Bayham, Central Elgin, Dutton Dunwich, West Elgin, Aylmer, Malahide, Southwold, and the County of Elgin, we are pleased to present the 2021-2026 joint Multi-Year Accessibility Plan (MYAP). This plan will act as a guide for the next 5 years, outlining our accessibility progress, goals and timelines.

The MYAP was created in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the O.REG 191/11 *Integrated Accessibility Standards Regulation*. We are proud of our accomplishments under our previous MYAPs, and look forward to continuing to support accessibility initiatives and projects in our community.

The plan demonstrates our commitment to identifying, removing and preventing barriers for persons with disabilities through accessibility planning, collaboration with the community, and implementation of our accessibility goals and initiatives.

The plan was developed by incorporating feedback from the public, community members with disabilities, and the Joint Accessibility Advisory Committee. The feedback helps to ensure that the goals we have set out in the plan meets the expectations of the members of our community.

We would like to take this opportunity to thank all that were involved in the creation of this plan, and for the ongoing efforts of the Joint Accessibility Advisory Committee in furthering our accessibility goals across the County of Elgin.

Through continuous achievements in accessibility, the County of Elgin and our seven Local Municipal Partners will continue to work towards providing an accessible and equitable environment, and community that encourages inclusion of all of its diverse members. In doing so, we are taking the steps necessary to support the Provincial Government's plan to make Ontario fully accessible by 2025.

Sincerely,

Thomas Thayer, CAO
The Municipality of Bayham

Paul Shipway, CAO
The Municipality of Central Elgin

Heather Bouw, CAO
The Municipality of Dutton Dunwich

Magda Badura, CAO
The Municipality of West Elgin

Andy Grozelle, CAO
The Town of Aylmer

Adam Betteridge, CAO
The Township of Malahide

Lisa Higgs, CAO
The Township of Southwold

Julie Gonyou, CAO
The County of Elgin

Executive Summary

In accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA), the County of Elgin and its Local Municipal Partners (LMP) have created a Joint Multi-Year Accessibility Plan, which builds on the accomplishments of the previous MYAP plans.

The County and its LMPs continue to maintain compliance with the requirements under the AODA and the *Integrated Accessibility Standards Regulations* (IASR). This plan acts as an accessibility road map, detailing key initiatives and progress made, as well as goals and timelines to be achieved over the next 5 years. It demonstrates the commitment made to identifying, removing and preventing barriers for people with disabilities. It is designed to create a more accessible and inclusive community.

The plan is available online at the County of Elgin's website, as well as on all of the Local Municipal Partner websites, and it is made available in an alternative format and/or with communication supports, upon request.

Statement of Commitment

The County of Elgin, along with its Local Municipal Partners are committed to creating and maintaining a barrier-free County where everyone can live, work and play. This Joint Multi-Year Accessibility Plan, spanning from 2021 to 2026, will act as a roadmap on our journey to meeting the Province's mandate of a fully accessible Ontario by 2025.

This commitment of removing barriers that prevent people with disabilities from accessing our goods, services and facilities was made through a streamlined, collaborative approach in an effort to realize efficiencies from both a planning and reporting perspective. Elgin County, along with its 7 Local Municipal Partners, are committed to ensuring equal access and participation for people with disabilities.

We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We are dedicated to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting, and where possible exceeding, our accessibility requirements under Ontario's accessibility laws.

Elgin County's Previous Multi-Year Accessibility Plan

The County of Elgin's previous Multi-Year Accessibility Plan was created and approved by County Council in 2015 spanning to the end of 2020. During this time period, The County of Elgin filed Accessibility Compliance Reports on a bi-annual basis to the Ministry for Seniors and Accessibility (formerly the Accessibility Directorate of Ontario). These reports were filed in 2015, 2017 and 2019, and were all under full compliance with the *Accessibility for Ontarians with Disabilities Act*.

The previous Multi-Year Accessibility Plan, unlike the 2021-2026 iteration, focused only on accessibility initiatives at the County level. Further, under the previous model each Local Municipality was required to create their own Plan while preparing Annual Accessibility Status Reports to their respective Councils. In looking forward to the opportunity of renewing the Multi-Year Accessibility Plan, County staff wanted to take the opportunity to streamline the annual reporting process, while also creating a truly collaborative **Joint** Multi-Year Accessibility Plan.

Accessibility for Ontarians with Disabilities Act

The structure of the Joint Multi-Year Accessibility Plan is based upon requirements outlined under the [Accessibility for Ontarians with Disabilities Act](#). The AODA came into effect in 2005 with a goal to make the Province of Ontario fully accessible to all by 2025. The AODA is a law that sets out a process for developing and enforcing accessibility standards.

Ontario is the first province and one of the first jurisdictions in the world to enact specific legislation establishing a goal and time-frame for accessibility. It is also the first jurisdiction to legislate accessibility reporting and to establish standards in areas like employment, transportation and the design of public spaces.

These standards fall under the [Integrated Accessibility Standards Regulation O. Reg 191/11](#) (IASR). The IASR are laws that government, businesses non-profits and public sector organizations must follow to become more accessible and provide barrier-free service delivery.

Every 3 years the *Accessibility for Ontarians with Disabilities Act* is reviewed by an individual appointed by the Provincial government. In 2017, the Honorable David C. Onley was selected to undertake this review. Over the course of 2018, Mr. Onley held public consultations across the Province interviewing a wide array of individuals living with disabilities, as well as those working in the realm of accessibility. In 2019, Mr. Onley put forward 15 recommendations to the Minister of Seniors and Accessibility. With the goal of a fully accessible Ontario by 2025 quickly approaching, it is apparent that we as a Province are a far-cry from this 2005 vision. There is work to be done across all sectors: public, not for profit and private. For those interested in where to read more about the 15 recommendations made, visit: [2019 Legislative Review of the Accessibility for Ontarians with Disabilities Act, 2005](#).

Progress has certainly been made across all of these sectors with work still to come in the lead-up to and beyond 2025. As designated public sector leaders, the County of Elgin, along with its Local Municipal Partners have important roles to play in making continual and significant improvements relating to accessibility, not only in our built environments, but also in the way we deliver our day-to-day services to our residents.

This Joint Multi-Year Accessibility Plan will act as our roadmap towards a fully accessible Ontario for all.

Joint Accessibility Advisory Committee

The Joint Accessibility Advisory Committee (JAAC) is a public committee that is comprised of people with disabilities, members of the community who are actively involved in a disability related profession or are caregiver for a person with a disability, and staff members from the County of Elgin and Municipality of Central Elgin. Advisory Committee's are only required for municipalities with a population of 10,000 or more. The JAAC meets on a quarterly basis and the majority of the committee is represented by people with disabilities. The purpose of the committee is to provide advice to Councils on the removal and prevention of barriers, consult on the accessibility of buildings, structure or premises, the Multi-Year Accessibility Plan, site plans and drawings, and the implementation of accessibility standards and reports.

Accessibility Coordinator

The Accessibility Coordinator looks after accessibility in Elgin County, and collaborates with its Local Municipal Partners on accessibility initiatives. The Accessibility Coordinator provides consultation on accessibility related projects. The Accessibility Coordinator is responsible for overseeing the implementation of accessibility standards for the corporation as well as providing ongoing training. Further, the Accessibility Coordinator works to identify accessibility issues, needs, resources and opportunities for integrated accessibility planning to ensure best practices are being implemented.

The Accessibility Coordinator acts as the main point of contact for accessibility related concerns across the County. Questions or concerns can be brought to the attention of the Accessibility Coordinator via the Accessible Feedback Form or by directly contacting them via email or phone (see the **Contact Information** section of the plan for details).

Plan Coordination and Implementation

Elgin County supports the goals of the AODA, which seeks to meet Ontario's vision to make the province accessible by 2025. The County strives to be more accessible and inclusive for people with disabilities, and to ensure that accessibility measures are undertaken throughout all facilities and business operations. Accessibility is an integral part of all County initiatives, business practices, boards, committees, departments and divisions. The County of Elgin and all participating Local Municipal Partners are committed to fulfilling the accessibility requirements under the AODA and IASR.

The County's Accessibility Coordinator is responsible for the development of this plan, in consultation with the Joint Accessibility Advisory Committee, the public and persons with disabilities. All staff have a role to play in identifying, removing and preventing

barriers. Employees who are engaged and knowledgeable are able to incorporate accessibility considerations into their daily business practices.

The public and persons with disabilities were consulted via an online survey regarding the establishment, reviewing and updating of the Joint Multi-Year Accessibility Plan. 48% of respondents were persons with disabilities. Questions were asked pertaining to the County and all Local Municipal Partners concerning topics on:

- Use of service animals and support persons in County or LMPs facilities
- Barrier-free accessible feedback process and inclusive customer service
- Requesting accessible formats and communication supports
- Accessible and barrier-free websites and web content
- Barrier-free recruitment process and accommodations
- Barrier-free public spaces, accessible parking and accessible pedestrian signals
- Assurance of barrier-free municipal-owned facilities
- Accessible barrier-free transportation services (West Elgin)

Feedback was incorporated and taken to the Joint Accessibility Advisory Committee (JAAC) to be reviewed and revised. Once the review by the JAAC and incorporation of feedback was completed, the final Joint MYAP was presented to Council for approval.

The final version of the MYAP approved by Council will be available on the County of Elgin and Local Municipal Partners websites for the public to access. The MYAP is available in an accessible format and/or with communication supports, upon request.

Participating Municipalities

The Municipality of Bayham	56169 Heritage Line, PO Box 160 Straffordville, ON N0J 1Y0
The Municipality of Central Elgin	450 Sunset Drive, St. Thomas, ON N5R 5V1
The Municipality of Dutton Dunwich	199 Currie Road, Dutton, ON N0L 1J0
The Municipality of West Elgin	22413 Hoskins Line Rodney, ON N0L 2C0
The Town of Aylmer	46 Talbot Street West, Aylmer, ON N5H 1J7
The Township of Malahide	87 John Street South, Aylmer, ON N5H 2C3
The Township of Southwold	35663 Fingal Line, Fingal, ON N0L 1K0

Accountability: Evaluation, Reporting & Compliance

The success of a Joint Multi-Year Accessibility Plan of this nature relies on having clear and transparent methods of evaluating and reporting progress.

As laid out in the *Integrated Accessibility Standards Regulation*, designated public sector organizations are required to report to their respective Council's on an annual basis in the form of Annual Accessibility Status Report highlighting any achievements relating to accessibility they have realized in the previous year. In this instance, where Local Municipalities are participating in a Joint Multi-Year Accessibility Plan, the Annual Accessibility Status Report will be presented to County Council and circulated following its receipt and filing to all Local Municipal Council. These Annual Accessibility Status Reports are publicly available on the County's and LMPs websites.

Further, on a bi-annual cycle, all designated public sector organizations are required to file Accessibility Compliance Reports with the Ministry for Seniors and Accessibility. These Accessibility Compliance Reports come in the form of a fillable PDF, requesting specific information on how the organization is meeting its requirements under the AODA as well as the IASR. It is recognized that those in non-compliance with the requirements of the AODA and IASR may be subject to administrative penalties.

Like the Annual Accessibility Status Reports, the Accessibility Compliance Reports follow an open-government model and are made publicly available for residents to view and provide feedback on.

This Joint Multi-Year Accessibility Plan will be reviewed at least once every five years.

Overview of IASR Requirements

Part I – General Requirements

Overview

General Requirements section of the IASR requires the County and LMPs to:

- Implement and maintain policies governing how the organization achieves or will achieve accessibility by meeting its requirements under the AODA and the IASR
- Include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies
- Establish, implement, maintain and document a Multi-Year Accessibility Plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the IASR
- Incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so

- Ensure that training is provided on the requirements of the accessibility standards referred to in the *Integrated Accessibility Standards Regulation* and on the *Ontario Human Rights Code* as it pertains to persons with disabilities

Part II – Information and Communications

Information and communications play an integral role in service delivery across all municipalities. It is imperative that information is shared in an accessible and barrier free manner, so that all residents can access information that may impact their day to day lives. It should be free of communication and technological barriers. The County and LMPs will follow Universal Design principles and best practices when developing, implementing and maintaining information and communication strategies. This includes websites, print communications materials as well as face to face interactions.

Overview

The Information and Communications section of the IASR requires the County and LMPs to:

- Ensure processes for receiving and responding to feedback are accessible to persons with disabilities
- Provide or arrange for the provision of accessible formats and communications supports for persons with disabilities
- Provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports
- Provide websites and web content conforming with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA (live captioning and audio description are excluded from the accessible web requirements under the IASR)

Part III – Employment

The County of Elgin and LMPs are committed to ensuring the employment life-cycle (finding, getting and keeping a job) is as inclusive and barrier free as possible. Effective workplaces provide diverse, inclusive and accessible employment experiences. Accessible recruitment is a powerful tool, it improves our ability to communicate, brings more people together and increases our competitive advantage as to not overlook quality, qualified potential employees. Human Resources, in conjunction with hiring directors and managers will work to ensure the County and Local Municipal Partners provides prospective and current employees a barrier-free employment process.

Overview

The Employment section of the IASR requires the County and LMPs to:

- Ensure the recruitment, assessment and selection process is accessible and barrier-free

- This includes notifying job applicants, when they are selected to participate in an assessment or selection process that accommodations are available upon request
- Notify successful applicants of our policies for accommodating employees with disabilities
- Provide accessible formats and communication supports for employees required to perform the employees job including information that is generally available to employees in the workplace
- Provide Workplace Emergency Response Information to employees who have a disability
- Provide documented Individual Accommodation Plans for employees with disabilities
- Develop and have in place a Return to Work process for employees who have been absent from work due to a disability
- Consider performance management, career development and advancement and redevelopment for employees with disabilities

Part IV -Transportation

This section applies only to the Municipality of West Elgin. The Municipality is dedicated to providing barrier free accessible transportation. The IASR put in place the Transportation Standard with a goal of making it easier for everyone to travel. Designing a transit system that provides universal access enables people with disabilities to have more transportation options and allows them to fully participate in the community of West Elgin. The Four Counties Community Transportation service recognizes the diverse needs of all its riders and will respond by striving to provide services that are accessible to all. The Municipality of West Elgin ensures that accessibility features and criteria are accounted for as it relates to the design, procurement of goods, services and facilities, and makes available all information pertaining to accessible equipment, accessibility features of the vehicles, routes and services provided.

Overview

The Transportation Standard requires the Municipality to:

- Ensure universal access to specialized transportation provided by the Municipality, that considers the abilities of its passengers and provides accommodations as required
- Provide details on the accessibility equipment and accessibility features of vehicles
- Give notice when there is a disruption of services or non-functioning accessibility equipment and to take reasonable steps to accommodate people with disabilities, as well as ensuring accessibility equipment is repaired as soon as practicable

- Provide training to employees, volunteers, third parties and all persons participating in providing transportation services in The Municipality of West Elgin
- Notify riders of appointment booking and client cancellation policies
- Provide a detailed Emergency Preparedness and Response plan that ensures drivers are prepared and the bus is equipped for emergency situations
- Permit riders to have services animals or support persons at no additional cost

Part IV.1 – Design of Public Spaces (Accessible Built Environment)

The County of Elgin and LMPs will strive to ensure that new facilities are designed and built with Universal Design principles in mind. The Joint Accessibility Advisory Committee reviews all new County and Local Municipal Partner facility projects to ensure they are meeting relevant legislative requirements, while also looking for opportunities to go above and beyond as it relates to barrier-free design.

The *Integrated Accessibility Standards Regulation* Design of Public Spaces Standard (DOPS) works hand in hand with the *Ontario Building Code* to ensure all new buildings and public spaces are barrier-free. *Ontario Building Code* Section 3.8: Barrier-Free Design outlines design requirements for buildings including but not limited to barrier-free paths of travel, washrooms (including universal), accessible signage, doorways and ramps. The DOPS focuses on building exteriors and ensuring public spaces are easily accessible to everyone including those with disabilities.

Overview

The Design of Public Spaces Standard requires the County and LMPs to:

- Meet the technical requirements as outlined in Part IV.1 for:
 - Recreational trails and each access routes
 - Outdoor public use eating areas
 - Outdoor play spaces
 - Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas)
 - Off-street accessible parking
 - Service counters, fixed queuing guides and waiting areas
- Meet the consultation requirements as outlined in Part IV.1 for:
 - Recreational trails
 - Outdoor play spaces,
 - On-street parking
 - Rest areas
- Consultation is required with the general public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee

Part IV.2 Customer Service

The County and LMPs are committed to providing a universally accessible customer service experience to all of its residents. All members of the Elgin County and Local Municipal Partner communities will receive equitable and barrier-free customer service when interacting with municipal staff. All staff will receive training on how to provide exceptional customer service to all residents including those living with disabilities.

Overview

The Customer Service Standard requires the County and LMPs to:

- Implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities
- Ensure policies are consistent with barrier-free principles, providing goods, services or facilities in a manner that respects the dignity and independence of persons with disabilities
- Provide persons with disabilities equal opportunity to that of others to obtain, use and benefit from the goods, services or facilities provided by the County or LMPs
- Allow the use of service animals and support persons to enable persons living with disabilities to obtain, use or benefit from goods, services or facilities
- Provide timely notice of Temporary Service Disruptions by identifying the reason for the disruption, its anticipated duration and a description of alternative facilities
- Provide training on how to interact and communicate with persons with various types of disability, how to interact with persons with disabilities who use an assistive device or require the assistance of a service dog, how to use equipment or devices available on County or LMPs premises and what to do if a person living with a disability is having difficulty accessing goods, services or facilities
- Create processes for receiving and responding to feedback about the manner in which the County provides goods, services or facilities to persons with disabilities

County of Elgin

Part I – General Requirements

Progress

- County Accessibility Policy (HR 2.130) updated in November 2016 to address legislative changes to the *Integrated Accessibility Standards Regulation* (IASR) inclusive of an organizational commitment
- Elgin County's first Multi-Year Accessibility Plan created in 2015
- Annual Accessibility Status Reports created and presented to County Council yearly from 2015-2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Ministry for Seniors and Accessibility file review audit in April 2018 stating full compliance
 - Audit included accessibility policies and procedures, training requirements, accessible formats and communication supports and feedback processes
- Joint Accessibility Advisory Committee Terms of Reference update in 2019 and was made available on the Accessibility page of the County's website
- *Integrated Accessibility Standards Regulation & Ontario Human Rights Code* training overhaul on the Moodle training platform in 2018
 - Updated training modules to reflect legislative changes and best practices. Training modules downloaded onto Elgin County Homes Surge Learning training platforms
- New Council orientation training provided to a number of Local Municipal Partner Council members in 2018
- County of Elgin Procurement Policy updated in 2020 to include appropriate accessibility related verbiage

Goals

- Accessibility Policy review and update to meet in precise detail requirements under the AODA and IASR while also including barrier-free best practices
- Continue training of Heritage Centre staff, Elgin County Museum Advisory Committee members, and volunteers on the AODA and Ontario *Human Rights Code* as it pertains to people with disabilities
- Look into recruiting new members to join the Joint Accessibility Advisory Committee from the County of Elgin or Municipality of Central Elgin
 - Discuss possibility of all LMPs having representation on the committee
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes (mirror in respective policy updates and training updates as required)

- Specific consideration given to the newly proposed Health Care Standard and how this might intersect with the long-term care portfolio of the County
- Create short, job-specific training modules to complement the standard, general on-boarding accessibility training. Ensure enrolment process includes affiliated training modules based on hiring department
 - Employment standard focused training for Human Resources Staff & hiring managers
 - Design of public spaces & accessible design focused training for engineering & facilities staff
 - Procurement focused training for staff with purchasing authorization
 - Customer service focused training for front line staff
 - Information & communications training (specifically web accessibility focused) training for staff with authoring & upload authority for the County website
 - Transportation training available for any local municipalities who add a transportation service to their working portfolio
- Create Accessible Elections Guide template to be used by Local Municipal Partners for 2022 Municipal Election including information on:
 - Remote voting as well as in-person voting relating to the accessible built environment and customer service standards under the IASR
 - Customer service and accommodation support for staff
 - Candidate information on accessibility and advertisements

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations
- Continue training Heritage Centre staff, Committee members and volunteers on AODA and OHRC

2021-2023

- Accessible Elections Guide (Q1 2022)
- Accessibility policies and procedures review and update

2024-2026

- Job specific training modules

Part II – Information and Communications

Progress

- Website redevelopment in 2017 to WCAG 2.0 Level A compliance

- County Council Reports and PowerPoint templates created in 2019 to meet WCAG 2.0 Level AA requirements
- Administrative Services staff training on document accessibility in 2018 & 2019
- Request for Accessible Formats and Communication Supports Procedure created in 2017
- Accessibility Feedback Procedure & Feedback Form updated in 2018
- Heritage Centre collaborates with Legislative Services Department and Cultural Services Department staff to upload content to the website to ensure it is compliant with the WCAG 2.0 Level A and AA requirements

Goals

- Continue to work towards WCAG 2.0 AA compliance - with a particular focus on a website redevelopment and significant content review - PDF's / pages that can be removed or moved into HTML content
 - website scanning tool will significantly assist in leveraging analytics to identify pages that are rarely/ never being viewed
 - Utilize accessibility tools and third-party screening software to determine where remaining compliance issues are
- Following website redevelopment - develop robust accessible document training strategy for website content uploaders onto the County Site, including Library and Heritage Centre staff
 - Provide template of training to LMPs to use to train staff
 - Develop guide for third parties on accessible documents (PDFs)
 - Update guide on how to create accessible Word and PDF documents
- Review and update Request for Accessible Formats and Communication Supports Procedure
- Provide guided or one-on-one training on maintaining website compliance and accessible documents as needed/as requested to County staff and LMPs
- Provide social media training for Heritage Centre and Cultural Services staff for web content accessibility to ensure that social media posts are compliant with the IASR requirements

Timelines

Ongoing

- Provide social media training for Heritage Centre and Cultural Services staff

2021-2023

- Redevelop website so it better meets the WCAG 2.0 Level AA requirements (2023)
- Provide in-depth training on maintaining accessibility on the website and creating accessible documents

- Update existing training to ensure it adheres to industry best practices

2024-2026

- Review and update Request for Accessible Formats and Communication Supports Procedure

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations in the Workplace Policy updated in 2014 to reflect legislative updates – encompassing vast majority of Employment standard requirements
- Emergency Workplace Response for Employees with Disabilities Policy created in 2012

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices and include S.32 from the IASR “Redeployment”
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees
- Update Human Resources Policy 3.10 “Hiring Procedure” and Human Resources Policy 3.20 “Posting, Advertising and Reporting” to include relevant recruitment, assessment and selection requirements under the IASR
- Update Human Resources Policy 4.80 “Performance Appraisal for all Staff” to include relevant sections of the IASR S. 30 “Performance management” and S. 31 “Career development and advancement”
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review
- Continue to ensure that volunteer recruitment and onboarding for Heritage Centre volunteers is compliant with the AODA requirements
- Update Heritage Centre volunteer application form to ensure public knows accommodations and accessible formats and/or communication supports are available upon request during the recruitment process for Elgin County Museum Advisory Committee members and volunteers

Timelines

Ongoing

- Monitor potential changes to Employment standard from 2018 SDC Review

- Ensure volunteer recruitment and onboarding for Heritage Centre volunteers is AODA compliant

2021-2023

- Create new Return to Work Process and Return to Work Plan (2021)
- Review and update:
 - Accommodations in the Workplace Policy
 - Emergency Workplace Response for Employees with Disabilities
- Update Heritage Centre volunteer application form to ensure public knows accommodations, accessible formats and/or communication supports are available upon request during the recruitment process

2024-2026

- Update Human Resources Policies 3.10, 3.20 and 4.80

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Created:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin county Accessible On-Street Parking Standard
 - Elgin County Rest Areas Consultation Document
 - All acting as design guidelines for Elgin County and local municipal partners including technical requirements, opportunities for best practices to go above and beyond compliance levels and incorporated consultations from members of the public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee
- New Elgin County Provincial Offences Administration building built in 2018 - entirely barrier-free equipped with universal washroom and accessible court room
- Council approval for Main entrance project
- Elgin County Heritage Centre constructed in 2017
 - Building is equipped with designated accessible parking spaces, a universal washroom, accessible door operators at entrances, paved walkways and accessible ramp for barrier free path of travel
- Elgin County Heritage Centre continues to consider people with disabilities who use mobility aids and wheelchairs when designing exhibits and displays to ensure full access to facilities for all visitors

- Secured funding under the Enabling Accessibility Fund in the form of \$100,000 in 2020 for a new universal washroom in the County Administration Building basement
 - providing fully barrier-free washroom facilities for the first time on this floor level for staff and members of the public
- Installed adult sized change table in Shedden Library in 2018
- County Administration Building Accessibility Lift Procedure created in 2016
- Accessible Maintenance Procedure created and attached as **Appendix A**

Goals

- Create Service Counter Design Guidelines including mobility device friendly access to be shared with Local Municipal Partners
 - Consider placement and location of information, signage, brochures etc.
 - Redesign service counter area and desk in the Heritage Centre to make more accessible for all visitors
- Create Universal Washroom Emergency Call Button Alarm Procedure for all County facilities equipped with universal washrooms
 - Collaborate with Heritage Centre and Admin Building staff to ensure procedure is implemented for universal washroom and training is provided as needed
- Continue to monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program at both the County and Local level
- Create Facility Accessibility Audit Standards spanning across all County of Elgin facilities including the Administration Building, Heritage Centre, POA Building, all County long-term care homes and County library facilities
 - Implement a Facility Audit Schedule outlining how often County facilities should be reviewed
 - Develop design standards in line *with Integrated Accessibility Standards Regulation (IASR)* as well as *Ontario Building Code (OBC)* requirements for the accessible built environment outlining areas of improvement for all County facilities
 - Alternatively adopt a commonly used municipal Accessibility Design Standards document to base these audits off of (see City of Guelph Facility Accessibility Design Manual, City of London Facility Accessibility Design Standards etc.)
 - Use these tools to inform barrier-free facility improvement recommendations

- Incorporate barrier-free transportation initiatives and infrastructure in the future Elgin County Transportation Master Plan
- Administration Building renovation project:
 - Elevator project projected to start in November 2021

Timelines

Ongoing

- Monitor potential funding opportunities for the accessible built environment
- Monitor timing and implementation for Elgin County Transportation Master Plan

2021-2023

- Service Counter Design Guidelines
- Universal Washroom Emergency Call Button Alarm Procedure
 - Collaborate with Heritage Centre and Admin Building staff to implement and provide training on procedure
- Accessible elevator project in County Administration Building (2021-2022)

2024-2026

- Facility Accessibility Audit Standards
- Redesign of Heritage Centre service counter area

Part IV.2 Customer Service

Progress

- Complete overhaul of the on-boarding accessibility training across the corporation, creating new accessibility module including customer service best practices
- Considers people with disabilities when providing services to the public including school group programs and public events
 - Ensures exhibits, displays and facilities are accessible to all visitors, and accommodations are made available upon request
- County Accessibility Policy (HR 2.130) updated in November 2016 providing appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure and Accessibility Feedback Form (2018)
- Created Accessibility Training Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Assistive Device Procedure – Administration Building lift (2017)
- Created Support Persons Procedure (2017)
- Temporary Service Disruptions Procedure created and attached as **Appendix B**

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, create a customer service focused training module for all County staff to complete in addition to the standard on-boarding accessibility training
- Ensure all Heritage Centre staff, Museum Advisory Committee members and volunteers receive the accessible Customer Service Standard training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review Accessibility Feedback Procedure and Form to ensure it is in-line with Corporate Communications Strategy moving forward
- Ensure Temporary Service Disruption Procedure is included in communications related on-boarding training
- New platform lift installed in Old South elevator shaft to ensure rear entrance remains accessible after completing Administrative Building Renovations

Timelines

Ongoing

- Training for Heritage Centre staff, Committee members and volunteers on Customer Service Standard

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Updated Administration Building Lift Procedure when Administration Building Project is complete

2024-2026

- Review Accessibility Feedback Procedure and Form

Municipality of Bayham

Part I – General Requirements

Progress

- Municipality of Bayham adopted a Multi-Year Accessibility Plan in 2015, applicable for 2015-2020
- An update to the Multi-Year Accessibility Plan was completed in 2018.
- Annual Status Report for 2020 on the Municipal website
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Council orientation training provided to Bayham Council in 2018

Goals

- Work with Elgin County on an Accessible Elections Guide for the 2022 Municipal and School Boards Election
- Work with Elgin County and other Elgin County lower-tier municipalities on a Joint Elections Plan, if deemed applicable
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Elections Guide (Q1 2022)
- Joint Elections Plan (Q1-Q2 2022)
- Ongoing Accessibility Policy reviews and updates as deemed necessary

Part II – Information and Communications

Progress

- Website redevelopment to WCAG 2.0 Level A compliance
- Accessible Formats and Communications processes established

Goals

- Continue to work towards WCAG 2.0 Level AA compliance including potential for website revamp in 2023-2024
 - Current focus on colour contrasting and determining degree of PDF scan and review requirements

- Current website may not be fully compatible with common site crawling applications (Monsido & SiteImprove)
- Review and update processes for gathering feedback on web accessibility and document format accessibility

Timelines

2021-2023

- Review and update processes for gathering feedback on web accessibility and document format accessibility
- Commence process for a website revamp to ensure compliance

2024-2026

- Continue with website revamp processes if not complete by Q4 2023

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations language in Bayham Health & Safety Policy updated in 2016

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review

Timelines

Ongoing

- Monitor potential changes under IASR and AODA

2021-2023

- Review and update Accommodations in the Workplace Policy

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Renovation and accessibility upgrades to Straffordville Community Centre and Municipal Office in 2016
- Grant received and process commenced for expansion of Straffordville Community Centre including accessible public amenities

- Ongoing sidewalk improvements as part of Bayham's capital program

Goals

- Completion of Straffordville Library Accessible Lift in 2021 (grant for project was a 2019 grant)
- Touchless retrofits identified in 2022-2031 capital budget
- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Timelines

Ongoing

- Ongoing sidewalk improvements as part of Bayham's capital program
- Monitor grant opportunities for accessible built environment projects

2021-2023

- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Part IV.2 Customer Service

Progress

- Upgrades to Straffordville Community Centre / integration of Municipal Office and associated accessibility features
- Website redevelopment to WCAG 2.0 Level A compliance including sections regarding Accessibility and Service Animals within facilities

Goals

- Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements
- Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Timelines

2021-2023

- Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements

2024-2026

- Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Municipality of Central Elgin

Part I – General Requirements

Progress

- Updates to Accessibility Policy in 2016 to address legislative changes to the (IASR) inclusive of an organizational commitment
- Council adopted Multi-Year Accessibility Plan for 2016-2021
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) for years 2015, 2017 and 2019 as required by the Ministry
- Accessibility training provided during on-boarding which is given by Human Resources staff covering *Accessibility for Ontarians with Disabilities Act* (AODA), *Integrated Accessibility Standards Regulation* (IASR) and *Ontario Human Rights Code* (OHRC) requirements
- As a member of County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
 - Terms of reference were updated in 2019
- Developed Guide to Accessibility Requirements for purchasing goods, services and facilities for the Municipality of Central Elgin

Goals

- Investigate updating accessibility training modules, possibly online training platform with updated modules and accurate, automated record tracking
- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Create an Accessible Municipal Elections Guide for 2022

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Municipal Elections Guide (2022)

2024-2026

- Accessibility training updates

Part II – Information and Communications

Progress

- Investigated options for accessible document training
- Implementation of alternative format request form

Goals

- Website redevelopment maintaining WCAG 2.0 Level AA compliance (2021)
- Review and upgrade where needed, request for accessible formats and communications supports procedure

Timelines

2021-2023

- Accessible document training

2024-2026

- Continue to update and revise policies as needed to meet AODA and IASR requirements

Part III – Employment

Progress

- All municipal job postings provide a clause to let the public know that accommodations are available upon request during the recruitment process
- Created Emergency Workplace Response for Employees with Disabilities Policy (2013)
- Created Accommodations for Employees with Disabilities Policy (2016)

Goals

- Update Emergency Workplace Response for Employees with Disabilities Policy
- Ensure that Human Resources Policies reflect best practices and IASR requirements

Timelines

Ongoing

- Continue to ensure that Human Resources Policies reflect best practices and IASR requirements

2021-2023

- Continue to update and revise policies as needed to meet AODA and IASR requirements and industry best practice

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

In consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC), the Municipality of Central Elgin is able to utilize the following documents in place of their respective consultation requirements as outlined above

- Elgin County Accessible Playground Consultation Document
- Elgin County Recreational Trails Consultation Document
- Elgin County Accessible On-Street Parking Standard
- Elgin County Rest Areas Consultation Document

Recreational trails and each access routes completed since 2016 include:

- Trail under bridge on Belmont Road at Kettle Creek Drive
- Turvey Park walking and access trails (asphalt)
- Eastwood Park trails

Outdoor public use eating areas

- None

Outdoor play spaces completed since 2016 include:

- Turvey Park which incorporated accessible play features

Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas) completed since 2016 includes:

- Belmont Road Crosswalk
- Bridge Street Crosswalk
- Freeman Court Sidewalk
- Crescent Avenue Sidewalk
- Woodland Road Sidewalk
- Battram Avenue Sidewalk
- Lynhurst Avenue Sidewalk
- Hillcrest Avenue Sidewalk
- George Street Sidewalk
- Hill Street Sidewalk
- High Street Sidewalk
- Compass Trail Sidewalk

- Old Field Lane Sidewalk
- Lincoln's Cove Sidewalk
- Snyders Avenue Sidewalk
- Helen Court Sidewalk
- Walkway from Helen Court to West Street
- Robin Ridge Drive Sidewalk

Off-street accessible parking completed since 2016 include:

- Little Beach Parking Area (3 spaces)
- Main Beach Parking Lot (2 spaces)
- Visitor Centre Parking Lot (3 spaces)

Service Counters, fixed queuing guides and waiting areas completed since 2016 include:

- Visitor Centre

To meet the consultation requirements as outlined in Part IV.1 for

- Recreational trails
- Outdoor play spaces
 - Eastwood Park Open House to support park development
- On-street parking
 - Main Beach and Little Beach Parking areas consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
- Rest areas
 - All portable washrooms in rest areas have accessible features

Goals

- Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitoring of potential funding opportunities

Part IV.2 Customer Service

Progress

- Created Alternative Format Request Form -Accessibility Standards for Customer Service
- Created Compliant/Suggestions Form -Accessibility Standards for Customer Service
- Created Accessibility Training Procedure (2017)
- Developed Best Practices and Procedures pamphlet -Accessibility Standard for Customer Service

Goals

- As noted under General Requirements Section, continue to investigate updating accessibility training modules, possibly online training platform with a focus on customer service for all staff to complete in addition to the standard on-boarding accessibility training
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Investigate customer service focused training module
- Review and update customer service related policies and procedures as needed

2024-2026

- Continue to review and monitor procedures and policies

Municipality of Dutton Dunwich

Part I – General Requirements

Progress

- Accessibility Policy updated in 2018 to address legislative changes to the *Integrated Accessibility Standards Regulation* (IASR) inclusive of an organizational commitment providing staff with direction on implementing these expectations
- Multi-Year Accessibility Plan created in 2016 and expires at the end of 2021
- Annual Accessibility Status Report updated 2019 and adopted by Council
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering *Accessibility for Ontarians with Disabilities Act* (AODA), *Integrated Accessibility Standards Regulation* (IASR) and *Ontario Human Rights Code* (OHRC) requirements

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking once the new website and employee portal has been established

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR

2021-2023

- Continue to investigate viable new digital (drone technology) and accessible opportunities for tourism, economic development and events so everyone can enjoy and access these either in person or online

Part II – Information and Communications

Progress

- Residents can now attend meetings either virtually or by phone and meeting recordings can be made available by request
- Introduction of Laserfiche scanning technology into a central depository

- All employees now have access to more documentation when requested by residents to ensure successful continuity of providing services
- Applied for a grant to upgrade website (eSolutions) to provide an online residential portal and self-service opportunities
 - This platform will integrate with existing eSCRIBE Software
- Implemented e-transfer payments for items such as Landfill, Building Permits, Planning Department Fees (i.e., other general accounts that cannot currently be paid through online banking such as water and taxes)

Goals

- Council approved – October 13, 2021 to hire an individual to assist staff in ensuring continuity of accessible scanned content
- Review and update the Election Accessibility Plan for the 2022 Election

Timelines

Ongoing

- Continue to populate Laserfiche central depository
- Continue to seek out grants for new accessible technology opportunities

2021-2023

- Continue to populate Laserfiche central depository
- Prioritize a residential and staff portal if successfully secure eSolutions grant
 - If unsuccessful prioritize web software procurement during the 2022 budget process
- Continue to investigate viable new digital (drone technology) to promote tourism, economic development and events so everyone can enjoy in person or online

Part III – Employment

Progress

- Emergency workplace Response for Employees with Disabilities Policy 2014
- Hiring Policy RR 04-2014 updated September 2018 and 2019 to address legislative changes during the recruitment and onboarding process
- All job postings let the public know that accommodations are available upon request during the recruitment process

Goals

- Review Accommodations in the workplace January 21, 2021 (no changes)
 - The Municipality is committed to supporting employees who have been absent from work and who require and accommodation plan to return to work

Timelines

2021-2023

- Continue to promote inclusion and diversity with the recruitment process
- Online application process once a public portal has been developed

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- All sidewalks as planned will be 60" wide with tactile plates at intersections.
- New sidewalk with tactile plates, which includes the following:
 - Currie Road,
 - John Street,
 - Annabella Street,
 - Marsh Line (east of Currie),
 - Wesley Street,
 - Talbot Line in Wallacetown, and
 - Both sides of Gordon Street to Currie Road
- A section of the sidewalk on Chestnut Street leading to the school included tactile plates
- New crosswalk at Miller Road by Sons of Scotland park includes 60" width with tactile plates at intersections as well as wheelchair accessible entrance ramping
- All new signage through the community i.e., park, trails, grant funds received for projects etc., included high contrast text and/or informative images using a sans serif font and anti-glare materials

Goals

- Continue to include barrier free outdoor spaces, infrastructure etc., as capital or operational projects are identified and approved by council
- Ensure any major renovations are retrofitted to minimum meet Design of Public Spaces and *Ontario Building Code* specifications and standard

Timelines

Ongoing

- Continue to monitor funding opportunities and ensure all projects meet the IASR and *Ontario Building Code* requirements

Part IV.2 Customer Service

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility Advisory Committee, the Municipality is able to utilize the following documents:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-Street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Installed new accessible splashpad in the Sons of Scotland Park in 2018 with accessible play features
- Ensured all new signage for trails, parks and roads were compliant with ISAR technical minimum standards i.e., anti-glare, high contrast, correct size and positioning
 - Signs installed at the Buttermilk Bog, Pool, Sons of Scotland and the Trail
 - Other signs are community signage
- Successfully secure a grant for a digital sign located at the Municipal office on the main street Currie Road
 - Providing high visibility to residents and people leaving the 401 corridors

Goals

- Resident online portal to conduct personal business or access to public central depository
- Continue to provide accessible recreational opportunities

Timelines

Ongoing

- Implementation and introduction of online resident portal

Municipality of West Elgin

Part I – General Requirements

Progress

- Accessibility Policies updated in 2021
- Multi-Year Accessibility Plan in conjunction with Elgin County in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering *Accessibility for Ontarians with Disabilities Act (AODA)*, *Integrated Accessibility Standards Regulation (IASR)* and *Ontario Human Rights Code (OHRC)* requirements, which includes online video options
- Desk Audit completed in 2021 by Ministry for Seniors and Accessibility

Goals

- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Create better tracking of accessibility training
- Provide updated training for writing accessible reports for Council and Committees

Timelines

Ongoing

- Working with Elgin County Accessibility Coordinator on developing training for staff
- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Writing accessible reports training before the end of 2022
- Review procurement policy
- Ensure transit policies are up to date

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure & Feedback Form created in 2018

Goals

- Review Request for Accessible Formats and Communications supports Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements
- Training for staff on accessible Social Media posting
- Purchase of Accessibility scanning software for website to ensure compliance is maintained

Timelines**Ongoing**

- Receive accessible document training for document authors and staff website content writers
- Accessibility Feedback Procedure & Feedback Form review and updates to ensure compliance

2021-2023

- Update request for Accessible Formats and Communication Supports Procedure

Part III – Employment**Progress**

- All job postings include a statement about being an equal opportunity employer and that accommodation for accessibility purposes can be requested (2018)
- Updated Workplace Accommodation and Emergency Procedures for Accessibility policies (2021)

Goals

- Ensure that Human Resources policies reflect best practices and IASR standards

Timelines**Ongoing**

- Ensure that Human Resources policies reflect best practices and IASR requirements by conducting annual reviews

Part IV -Transportation**Progress**

- Creation of Four Counties Transit Service Accessibility Policy (2019)
- Creation of Four Counties Transit Accessibility Training (2020)

Goals

- Ensuring policies and training standards are met as per the IASR

Timelines

Ongoing

- Review and update all Four Counties Transit Service Policies to ensure they are meeting industry best practices and IASR Transportation Standard

2021-2023

- Procurement of a new Accessible Transit Bus

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- Creation of accessible parking spot in West Lorne on Main Street (2018)
- Installation of a barrier free playground in Miller Park (2020)
- Creation of accessible parking spaces at Miller Park (2019)
- Redevelopment of Municipal Office to include barrier free washroom for public use, barrier free work spaces and improve accessibility to office
 - Received Enabling Accessibility Fund –small projects Grant (2020)

Goals

- Applied for Enabling Accessibility Fund – mid-sized projects Grant to provide improvements to accessibility at all recreation facilities, including pathways, washrooms, change rooms at pool and sliding entrance doors at facilities (2021)
- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility (Arena, Recreation Centre, Pool, Marina and Beach, Miller Park)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool
- Creation of a barrier free washroom within Recreation Centre
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Applying for grants to improve accessibility within all Municipal buildings

2021-2023

- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility –Arena, Recreation Centre, Pool, Marina and Beach, Miller Park (pending funding approval)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park (pending funding approval)
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool (pending funding approval)
- Creation of a barrier free washroom within Recreation Centre (pending funding approval)

Part IV.2 Customer Service

Progress

- Incorporated Customer Service Policy with updated Accessibility Policy meeting appropriate requirements (2021)
- Created accessible feedback form and policy (2019)
- Provided refresher training to staff on accessible customer service (2020)
- Developed on-boarding accessible customer service training video in conjunction with Elgin County Accessibility Co-Ordinator (2020)

Goals

- Create Temporary Service Disruption Procedure
- Create Service Animals in the Workplace Procedure
- Create Support Persons Procedure
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

Ongoing

- Update the policies and procedures to better align them with IASR and AODA requirements and industry best practice
- Create the following procedures:
 - Temporary Service Disruption Procedure
 - Service Animals in the Workplace Procedure
 - Support Persons Procedure
- Ensure staff are trained at on-boarding on the Temporary Service Disruption Procedure

Town of Aylmer

Part I – General Requirements

Progress

- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2017, 2018, 2019
- Updated all HR Policies to correspond with introduction of the *Integrated Accessibility Standards* Regulation (2017)
- Updated accessibility training for all staff at the Town of Aylmer to include the IASR (2017)
- Updated the orientation training to align with HR Policy and training updates with respects to the IASR (2017)
- Provided training on the IASR to Council members (2016)

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Updating accessibility training modules onto an all-encompassing, online training platform with Laserfiche with updated modules and accurate, automated record tracking
- Review to ensure compliance with the IASR and implement drafted policies pertaining to accessibility
 - Accessible Elections Guide (2022)

Timelines

Ongoing

- Continue monitoring the IASR to ensure policies and procedures reflect best practices and any changes made by the Standards Development Committee

2021-2023

- Review and implement an Accessible Elections Guide (2022)
- Utilize new Laserfiche platform to better track accessibility training
- Update Procurement By-Law 34-19 to reflect current Accessibility criteria (2022)

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance

- Provided basic overview of WCAG 2.0 Level AA requirements to all staff
- Training provided by the website vendor on web accessibility
- Request for Accessible Formats and Communication Supports Procedure section created and added to the Accessibility Policy (2017)
- Added an Accessibility Feedback Procedure & Feedback section in the Accessibility Policy (2017)
- Emergency Services Department implemented an app available to the public that provides accessible emergency notifications (2018)

Goals

- Update Town Council Reports and PowerPoint templates via Laserfiche to ensure continued compliance with the WCAG 2.0 Level AA
- Corporate training on website accessibility and accessible documents for administrative staff

Timelines

Ongoing

- Continue to ensure templates are in accessible format and provide updated templates to all staff on an ongoing basis
- Provide accessibility training to administrative staff on web compliance and accessible documents on an ongoing basis to ensure compliance with IASR requirements

2021-2023

- Created and implemented an accessible logo to confirm that documents have been screened for accessibility and who to contact for accessible formats (2021)

Part III – Employment

Progress

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Goals

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Timelines

Ongoing

- Redevelopment of the Recruitment section of the website to improve recruitment process and ensure alignment with the IASR requirements
- Review of the Accommodation Policy and Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- New Gazebo beside Town Hall meets the *Ontario Building Code* requirements and consultation with the builder was done to ensure the following:
 - The creation of a barrier free path of travel
 - The entrance width would accommodate mobility devices and equipment
 - All accessibility requirements were met per the IASR

Goals

- Secured a Covid-19 Resiliency Fund to make renovations to Town Council Chambers that will aim to improve social distancing as well as accessibility
- Renovation project on the Town Council Chambers will improve the following:
 - Provide access to a separate public entrance with an accessible barrier-free washroom
 - Enlarge the Council Chambers to make it easier to access to improve accommodation options
 - Upgrading the technology in the Council Chambers to improve assistive services (closed captions, audio output, visibility of agendas/content)
 - Install a ramp to connect the adjoining buildings where the new Council Chambers will be located

Timelines

2021-2023

- Renovation project to Town Council Chambers will be completed providing better access to the Chambers and accommodations for people with disabilities

Part IV.2 Customer Service

Progress

- Introduced new policies regarding Accessibility Service Animals in the Workplace, Accessibility Support Persons and Temporary Service Disruptions to account for the IASR requirements (2017)
- Accessible Customer Service training and quiz taken by all Town of Aylmer staff
- New website greatly assists with resident or visitor access to important Town of Aylmer information

Goals

- Training on Customer Service to improve knowledge on accessibility and accommodations, as well as how to interact with people with various types of disabilities
- Review processes to determine if more can be transitioned to provide online options as well as in person options to increase accessibility
- Ongoing monitoring of IASR requirements to ensure that policies and procedures are aligned with Customer Services Standard and industry best practices
- Implement new online processes for providing public services to the community. This includes integration of the public facing Laserfiche portal to assist with property tax payment, building inspection services, vital statistics related information etc.

Timelines

Ongoing

- Review of policies and procedures to align it with best practices and IASR
- Training provided to all staff on Customer Service processes and interactions with persons with various types of disabilities

2021-2023

- Review of processes to provide multiple means of accessing the processes (in person or online)

Township of Malahide

Part I – General Requirements

Progress

- Accessibility Policy updated in 2016 to address legislative changes to the *Integrated Accessibility Standards Regulation* (IASR) inclusive of an organizational commitment
- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering *Accessibility for Ontarians with Disabilities Act* (AODA), *Integrated Accessibility Standards Regulation* (IASR) and *Ontario Human Rights Code* (OHRC) requirements

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Procurement Policy update
- Accessibility Policy review and update

2024-2026

- Accessibility training updates

Part II – Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Request for Accessible Formats and Communication Supports Procedure created in 2017

- Accessibility Feedback Procedure & Feedback Form updated in 2018

Goals

- Receive accessible document training for document authors/ staff website content uploaders
- Review Request for Accessible Formats and Communications supports Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements

Timelines

2021-2023

- Accessible document training

2024-2026

- Review Request for Accessible Formats and Communications Supports Procedure and Accessibility Feedback Procedure & Feedback Form

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Human Resources Policy B-4.3 Accommodating Special Needs updated in 2013

Goals

- Update HR Policy B-4.3 Accommodating Special Needs to reflect industry best practices and IASR requirements
- Create Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees

Timelines

2021-2023

- Update HR Policy B-4.3 Accommodating Special Needs
- Create Emergency Workplace Response for Employees with Disabilities
- Create new Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces

Accessible Built Environment

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility Advisory Committee, the Township of Malahide is able to utilize the following documents in place of their respective consultation requirements as outlined above
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Installed new playground equipment in 2019 at Mill Street Park in Springfield incorporating accessible play features
- Sidewalk installations at Wonnacott Park in Port Bruce in 2018
- Hard surfacing, accessible parking installed at the observation deck In Port Bruce in 2019
- Additional accessible picnic tables purchased at both Port Bruce, Malahide Community Place and Mill Street Park across 2018 & 2019
- Engineered Wood Fibre (EWF) installed in 2018 at the playground area in Port Bruce, providing significant upgrades to the previous surface

Goals

- No major built environment/ capital projects planned at this time – most municipal building is fairly new and not considering any significant renovations over the next 5 years
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Accessibility Policy updated in 2016 meeting appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure (2017)

- Created Accessibility Training Procedure (2017)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, consider creating a customer service focused training module for all Township staff to complete in addition to the standard on-boarding accessibility training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Review and update accessibility feedback procedure

2024-2026

- Review Accessibility Feedback Procedure and Form

Township of Southwold

Part I – General Requirements

Progress

- Accessibility policy updated in 2019 to address Accessible Maintenance procedures relating to any newly constructed or redeveloped elements provided for under the Design of Public Spaces Standard.
- Multi-Year Accessibility Plan created in 2016 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements

Timelines

Ongoing

- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessibility Policy review and update

Part II – Information and Communications

Progress

- Website redevelopment in 2021 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure and Feedback Form updated in 2019
- Accommodation Policy updated in 2019

Goals

- Receive accessible document training for document authors/ staff website content uploaders

Timelines

2021-2023

- Accessible document training

2024-2026

- Web content to meet success criteria 1.2.4 Captions (Live)
- Web content to meet success criteria 1.2.5 Audio Descriptions (Pre-Recorded)

Part III – Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodation Policy updated in 2019

Goals

- Review and update Emergency Workplace Response for Employees with Disabilities procedure
- Review and update the Return to Work Process and Return to Work Plan

Timelines

2021-2023

- Review and update the:
 - Emergency Workplace Response for Employees with Disability procedure
 - Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- In consultation with the County of Elgin and Central Elgin Joint Accessibility Advisory Committee, the Township of Southwold is able to utilize the following documents in place of their respective consultation requirements as outlined above:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Completion of a new accessible playground at the Talbotville Meadows Subdivision Park
- Completion of accessible walking trails at parks in Shedden, Fingal and Talbotville

Goals

- Completion of new accessible playground and pavilion at the Shedden Open Space Park – 2021
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for built environment relating to accessibility under the

Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

- Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Created Accessibility Feedback Procedure (2019), updated (2019)
- Created Accessibility Training Procedure (2017), updated (2019)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)
- Updated Accommodation Policy (2019)

Goals

- Conduct a thorough review of all customer service policies and procedures (Accessibility Feedback Procedure, Accessibility Training, Temporary Service Disruption Procedure, Service Animals in the Workplace Procedure, Support Persons Procedure, and Accommodation Policy), and update accordingly
- Provide annual training to staff on customer service policies and procedures
- Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

Timelines

2021-2023

- Conduct a thorough review of all customer service policies and procedures (Accessibility Feedback Procedure, Accessibility Training, Temporary Service Disruption Procedure, Service Animals in the Workplace Procedure, Support Persons Procedure, and Accommodation Policy), and update accordingly.
- Provide annual training to staff on customer service policies and procedures

2024-2026

- Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

Communication

This plan will be available on Elgin County's website, located at www.elgincounty.ca. A print copy of this plan is also available by contacting the County's Accessibility Coordinator.

Local Municipal Partner Websites:

Municipality of Bayham: <https://www.bayham.on.ca/>

Municipality of Central Elgin: <https://www.centralelgin.org/en/index.aspx>

Municipality of Dutton Dunwich: <https://www.duttondunwich.on.ca/>

Municipality of West Elgin: <https://www.westelgin.net/en/index.aspx>

Town of Aylmer: <https://aylmer.ca/>

Township of Malahide: <https://www.malahide.ca/en/index.aspx>

Township of Southwold: <https://www.southwold.ca/en/index.aspx>

Feedback

The County of Elgin is committed to ensuring accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would like to hear from you!

Do you have any thoughts or feedback on what has been accomplished so far? Please contact us with your questions and ideas: [Elgin County Accessibility Feedback Form](#)

Contact Information

Phone: 519-631-1460 x 167

Fax: 519-633-7785

Mail: Sarah Savoie, Accessibility Coordinator
Elgin County, Administration Building
450 Sunset Drive, St. Thomas ON N5R 5V1

Email: ssavoie@elgin.ca

This document is available in accessible format and/or with communication supports, upon request.

Appendix A

Accessible Maintenance Procedures

Maintenance of Accessible Elements

Purpose:

To meet the requirements under the *Integrated Accessibility Standards Regulation* (O.Reg 191/11), Design of Public Spaces Standard (Section 80.44) Maintenance of Accessible Elements

Practices

To ensure that any newly constructed or redeveloped elements provided for under the Design of Public Spaces will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

Scope

Organizations shall ensure that their Multi-Year Accessibility Plan includes procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part and procedures dealing with temporary disruptions when accessible elements required under this Part are not in working order.

The Design of Public Spaces Standard applies to public spaces that are newly constructed or redeveloped, that include:

- Recreational Trails and Beach Access Routes
- Outdoor Public Use Eating Areas
- Outdoor Play Spaces
- Exterior Paths of Travel
- Accessible Parking

Application

Departments that maintain elements listed under Scope:

- Shall apply best practices in the preventative maintenance of accessible elements with periodic checks such as;
 - Annual inspections, or more frequently as per the Minimum Maintenance Standards
 - After storms or events that might affect accessible elements
 - As part of any reports of vandalism or complaints
- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified

- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified
- Shall continue to provide public notification of temporary disruptions in keeping with compliance requirements under the *Integrated Accessibility Standard Regulation* (O. Reg 191/11) and the Municipality's corresponding policy:
 - o Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available
 - o Notice will be given by posting the information in a conspicuous place as well as by posting the information on the Municipal website
- Notify the Road Supervisor for the affected Municipality (where applicable)
- Repair as soon as practicable

Appendix B

Temporary Service Disruptions

If a temporary service disruption is planned the County will give notice of the disruption.

Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available.

Procedures for specific service disruptions will be developed, and a copy of the procedures will be available to individuals upon request.

Notice will be given by posting the information in a conspicuous place as well as by posting the information on the County or Library website.

Temporary Service Disruptions Procedure

Purpose

The purpose of this procedure is to establish guidelines for providing notification of temporary disruptions of service to people with disabilities. These notices may be for either planned or unexpected disruptions of service.

Implementation

Notices for both unexpected and planned service disruptions will be provided in a variety of formats that will take into account a range of disabilities and will outline:

- The reason for the disruption;
- Its anticipated duration;
- A description of alternative facilities or services, if any are available; and,
- Contact information.

Notices for unexpected service disruptions will be posted as soon as possible, using large, clear print and plain language at the physical entrances to the facility and throughout the facility (if required) and in any other location that the County deems is necessary.

Notices for planned service disruptions will be posted using large, clear print and plain language at the physical entrances to the facility and throughout the facility where necessary. In addition, planned service disruptions that are intended to last more than 48 hours will be posted on the County's website.



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 23-40

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Maginnis Drain
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Lots 20 to 22
Concessions 3 and 4
In the Township of Malahide (geographic Malahide)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is \$29,100.00.

AND WHEREAS \$29,100.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$29,100.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated March 10, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$29,100.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the “Maginnis Drain”.

READ A FIRST AND SECOND TIME THIS 18th day of May, 2023.

Mayor

Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 6th day of July, 2023.

Mayor

Clerk



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 23-41

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Sparta Line Drains No. 3 & 4
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Lots 6 and 7
Concession 3
In the Township of Malahide (geographic Malahide)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is \$90,000.00.

AND WHEREAS \$90,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$90,000.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated April 24, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$90,000.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Sparta Line Drains No. 3 & 4".

READ A FIRST AND SECOND TIME THIS 18th day of May, 2023.

Mayor

Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 6th day of July, 2023.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-50**

Being a by-law to appoint an Interim Chief Administrative Officer
for the Township of Malahide.

WHEREAS in accordance with Section 229 of the Municipal Act, 2001, S.O. c. 25, a municipality may appoint a Chief Administrative Officer who shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;

AND WHEREAS the Council of The Corporation of the Township of Malahide considers it desirable and expedient to appoint an Interim Chief Administrative Officer

NOW THEREFORE the Council of The Corporation of the Township of Malahide
HEREBY ENACTS AS FOLLOWS:

1. THAT Adam Boylan is hereby appointed as Interim Chief Administrative Officer for the Township of Malahide.
2. THAT the Interim Chief Administrative Officer shall carry out duties in accordance with the provisions of the Municipal Act and any and all other applicable legislation, regulations and municipal by-laws.
3. THAT By-law No. 21-45 and any other by-laws or resolutions contrary to these by-laws are hereby repealed.
4. THAT this By-law shall come into full force July 7, 2023.

READ a **FIRST** and **SECOND** time this 6th day of July, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of July, 2023.

Mayor, D. Giguère

Clerk, A. Adams

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 23-53

Being a By-law to prescribe a speed limit of 60 km/hr on Van Patter Line.

WHEREAS Section 128(2) of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, authorizes the Council of a municipality to pass by-laws to prescribe a different rate of speed for motor vehicles driven on a highway or portion of a highway under its jurisdiction;

AND WHEREAS the Council of The Corporation of the Township of Malahide has deemed it expedient that the speed of motor vehicles on certain highways in the Township of Malahide be restricted;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to change the maximum rate of speed for a portion on the highway known municipally as Van Patter Line;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT when any highway or portion of highway set out below is marked in compliance with the regulations under the *Highway Traffic Act*, the maximum rate of speed thereon shall be 60 kilometers per hour.

Highway	From	To
Van Patter Line	East Limit of Imperial Road right-of-way	West limit of Hacienda Road right-of-way

3. THAT the penalties provided in subsection 14 of Section 128 of the *Highway Traffic Act*, R.S.O. 1990, as amended, shall apply to offences against this By-law.
4. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 6th day of July, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of July, 2023.

Mayor, D. Giguère

Clerk, A Adams

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-51**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS:**

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on July 6, 2023, in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 6th day of July, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of July, 2023.

Mayor, D. Giguère

Clerk, A. Adams